

Emergency Evacuation Sweeper Guidelines

Emergency Evacuation Sweepers check the school's buildings/areas in the case of Emergency Evacuations. Upon hearing the emergency siren, the Sweepers move through a range of locations to check that all people have left the area.

Back-up Sweepers are also designated to complete this task when the designated Sweepers are absent.

Both the designated Sweeper and Back-up Sweepers are outlined on the [Emergency Evacuation Sweepers document](#).

Procedures:

1. When an emergency evacuation (Fire or Lockout) alarm is heard, the Sweeper (or Back-up Sweeper) should check the assigned area to make sure that all people have left the area and are headed to the carpark/field/gym.
2. When assembling at the carpark/field/gym, Sweepers should let the Principal/EY Fire Warden know that they have completed the sweep of their designated building/area. The Principal/EY Fire Warden will mark this off on a list of buildings/areas.
3. If you are a Sweeper or Back-up Sweeper and you are going to be absent, please let your Back-up Sweeper know.
4. Sweepers and Back-up Sweepers should liaise to check the sweep has been completed when assembling at the carpark/field/gym. For example, Sweeper for Year 2 classrooms would advise Back-up Sweeper for Year 2 classrooms that she completed the Sweep of the Year 2 Classrooms. If Back-up Sweepers are not notified, they should check with the designated Sweeper and then the Principal.
5. The Emergency Evacuation Sweepers document also includes a plan for PLT in case they are absent. This is located at the bottom of the document.