

## Emergency evacuation procedures

The Constitutional Centre has a documented Emergency Response Plan which includes:

- An emergency evacuation signal linked directly to the fire department
- Public Address system to advise visitors of situation
- Trained wardens responsible for clearing all public zones
- Evacuation routes which lead to a safe assembly area (our staff will lead you there)
- Clearly marked exits and fire hydrant locations
- Regular evacuation drills.

## School visitors

It is advised that the school supervisory team have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors. It is recommended that school supervisors have access to a school provided First Aid kit during the excursion.

**Please note that for cases of serious medical emergency, calling 000 should always be the school supervisory team's first response.**

In the event of an emergency evacuation, instructions will be issued over the public address system directly from Centre staff.

The Centre Education Presenters, working with the students, are trained in evacuation procedures and will be responsible for taking students to the designated safe assembly area. It is the responsibility of the teachers to provide support to the Presenter in managing the students to the safe assembly area and ensuring all students are present.



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