

# AVELEY NORTH PRIMARY SCHOOL EVACUATION AND LOCK DOWN PROCEDURES

*Together We Succeed*



LAST EVACUATION DATE: 27 October 2023  
LAST LOCK DOWN DATE: 12 September 2023

## EVACUATION AND LOCK DOWN PROCEDURES

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Administration Whole School Evacuation Checklist

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Evacuation Map

Appendix 1 Administration Whole School Evacuation Attendance Checklist

# SCHOOL EMERGENCY EVACUATION POLICY

## STEP ONE – Establish the Facts

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- **Principal / Administration must be informed** of emergency immediately.
- **Principal / Administration confirms available facts** if possible.
- **Principal / Administration makes decision to evacuate partially or totally.**
- **Principal / Administration directs Manager Corporate Services (MCS) / School Officer** to make **contact** with **Emergency Services** and **District Office**

## STEP TWO – Signal

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- **Evacuation Signal (repeated alarm)** to prepare for evacuation.
- **Message over PA** and **use of megaphone** to **initiate** school evacuation if required.

## STEP THREE – Procedures and Staff Responsibilities

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All staff are responsible to direct parents and visitors to follow the emergency procedures.

### In Classrooms:

- **TAKE**
  - **High Visibility vest**
  - **Emergency red evacuation folder** (near classroom external exit door).
  - **STUDENT ATTENDANCE CHECKLIST** (*PRINT ONE EACH TIME there is a change of students in the room*)
  - **Turn off electrical equipment** eg air conditioner - **if possible.**
- **ENSURE ALL STUDENTS ARE WITH TEACHER.**
  - **Classroom Toilets** are to be **checked by the Education Assistant assigned to the classroom.**
  - **Staffroom/Library** are to be **checked by the Deputy**
- **EVACUATE ALL** as per **school site plan (see map).**
  - IF parents/visitors are seen, direct them to accompany you
  - **NO STUDENT BAGS**
- **At evacuation point**
  - **Assemble students at the evacuation point on the main oval or alternative assembly point (see map).**
  - **Complete attendance check list.**
  - **Report any missing students** to Deputy Principal
  - **Report any students requiring medical attention** to Deputy Principal
  - **NO PERSON to RE-ENTER CLASSROOMS** until '**ALL CLEAR**' **SIGNAL** given by **Principal** or delegate.
  - **NO mobile telephones** to be used until **ALL CLEAR** signal given.
  - **If teacher is on DOTT, move to evacuation point as per the school plan.**

### **In Playground/Undercover Area (Outdoor Lessons)**

- **Class/group to move** via the most direct and safest route and proceed to **evacuation point**.
- **DO NOT RETURN TO CLASS.**

### **In Playground (Before school, Recess and Lunch)**

- Students meet duty teacher at playground meeting spot (gate furthest from the incident)
- **Duty teachers, evacuate students** via the most direct and safest route and proceed to **evacuation point**.

- **Deputy Principals check student toilets.**
- **Staff assists in student movement** to the evacuation points.
- **DO NOT RETURN TO CLASS.**

### **ALL OTHER Personnel (including teachers on DOTT)**

- **Accompany students** with which they are currently working via the route as per school site plan to the evacuation point.
- When **not working with students** proceed as per school site plan and to evacuation meeting point.
  - teachers take control of their class,
  - education assistants stay with timetabled class/students and
  - all other persons must be directed to **MCS/School Officer** when at the evacuation point.

## **END OF EMERGENCY**

- When a safety announcement is made, class teachers escort their students back to their home room.
- If the school area is considered unsafe, then students may be released to a parent/guardian (students need to be checked off the roll as this occurs).
- Other students remain under the supervision of the class teacher until directed otherwise.

## ADMINISTRATION STAFF ACTIONS

PRINCIPAL	CHECKED
<input type="checkbox"/> Wear a reflective vest	
<input type="checkbox"/> Collects <ul style="list-style-type: none"> <li>• mobile telephone</li> <li>• emergency evacuation folder</li> <li>• megaphone</li> </ul>	
<input type="checkbox"/> ASSISTS in DIRECTING staff/students directly to the evacuation meeting point on the school oval or alternative evacuation points as instructed.	
<input type="checkbox"/> Proceeds via the route as per school site plan to evacuation meeting point on the school oval or alternative evacuation points as instructed – with MCS and School Officer.	
<input type="checkbox"/> At evacuation point: Oversees the overall process of; <ul style="list-style-type: none"> <li>• student safety and accountability, site safety,</li> <li>• coordinates with emergency services and Regional Education Office and parental contacts.</li> </ul>	
<input type="checkbox"/> Issue all clear and procedure for return to class.	
<input type="checkbox"/> Follow Critical Incident policy and guidelines	

DEPUTY PRINCIPAL Year K-P	CHECKED
<input type="checkbox"/> Wear a reflective vest	
<input type="checkbox"/> Initially assists in directing staff/students directly to the evacuation meeting point on the school oval or alternative evacuation points as instructed.	
<input type="checkbox"/> After directing staff, students and parents ensure all <b>Maali</b> rooms <b>1- 9</b> , UAC and toilets have been vacated.	
<input type="checkbox"/> Refer any parents to evacuation meeting point on the school oval or alternative evacuation points as instructed via the safest route.	
<input type="checkbox"/> Takes coordination of medical issues for relevant teaching block upon arrival to evacuation meeting point. <ul style="list-style-type: none"> <li>• Health Advice – 1800 022 222</li> </ul>	
<input type="checkbox"/> Informs principal as to the; <ul style="list-style-type: none"> <li>• status of completed teacher clearance checklist.</li> <li>• follows up any clearance form issues on behalf of the principal and</li> <li>• contacts any teacher on an excursion.</li> </ul>	
<input type="checkbox"/> Assists with principal or medical issues if required.	

DEPUTY PRINCIPAL YEAR 1-2	CHECKED
<input type="checkbox"/> Wear a reflective vest	
<input type="checkbox"/> Initially assists in directing staff/students directly to the evacuation meeting point on the school oval or alternative evacuation points as instructed.	
<input type="checkbox"/> After directing staff, students and parents ensure all <b>Kwenda, Maali 10-13</b> rooms and toilets have been vacated.	
<input type="checkbox"/> Refer any parents to evacuation meeting point on the school oval or alternative evacuation points as instructed via the safest route	
<input type="checkbox"/> Takes coordination of medical issues for relevant teaching block upon arrival to evacuation meeting point. <ul style="list-style-type: none"> <li>• Health Advice – 1800 022 222</li> </ul>	
<input type="checkbox"/> Informs principal as to the; <ul style="list-style-type: none"> <li>• status of completed teacher clearance checklist</li> <li>• follows up any clearance form issues on behalf of the principal and</li> <li>• contacts any teacher on an excursion.</li> </ul>	
<input type="checkbox"/> Assists with principal or medical issues if required.	

DEPUTY PRINCIPAL YEAR 3-4	CHECKED
<input type="checkbox"/> Wear a reflective vest	
<input type="checkbox"/> Initially assists in directing staff/students directly to the evacuation meeting point on the school oval or alternative evacuation points as instructed.	
<input type="checkbox"/> After directing staff, students and parents ensure all <b>Ngoolark, Yongka Djidi Djidi, Djalkat (including Canteen, Music and Gardeners office)</b> rooms and toilets have been vacated.	
<input type="checkbox"/> Refer any parents to evacuation meeting point on the school oval or alternative evacuation points as instructed via the safest route	
<input type="checkbox"/> Takes coordination of medical issues for relevant teaching block upon arrival to evacuation meeting point. <ul style="list-style-type: none"> <li>• Health Advice – 1800 022 222</li> </ul>	
<input type="checkbox"/> Informs principal as to the; <ul style="list-style-type: none"> <li>• status of completed teacher clearance checklist</li> <li>• follows up any clearance form issues on behalf of the principal and</li> <li>• contacts any teacher on an excursion.</li> </ul>	
<input type="checkbox"/> Assists with principal or medical issues if required.	



DEPUTY PRINCIPAL YEAR 5-6	CHECKED
<input type="checkbox"/> Wear a reflective vest	
<input type="checkbox"/> Initially assists in directing staff/students directly to the evacuation meeting point on the school oval or alternative evacuation points as instructed.	
<input type="checkbox"/> After directing staff, students and parents ensure all <b>Kooyar &amp; Yarkiny</b> rooms and toilets have been vacated.	
Refer any parents to evacuation meeting point on the school oval or alternative evacuation points as instructed via the safest route.	
<input type="checkbox"/> Takes coordination of medical issues for relevant teaching block upon arrival to evacuation meeting point. <ul style="list-style-type: none"> <li>• Health Advice – 1800 022 222</li> </ul>	
<input type="checkbox"/> Informs principal as to the; <ul style="list-style-type: none"> <li>• status of completed teacher clearance checklist</li> <li>• follows up any clearance form issues on behalf of the principal and</li> <li>• contacts any teacher on an excursion.</li> </ul>	
<input type="checkbox"/> Assists with principal or medical issues if required.	

MANAGER CORPORATE SERVICES	CHECKED
<input type="checkbox"/> Divert main school phone to school roaming phone (77881) – Directs School Officer to complete.	
<input type="checkbox"/> Collects: <ul style="list-style-type: none"> <li>• Relief Sign in books</li> <li>• Visitors books</li> </ul>	
<input type="checkbox"/> Check administration building and all relevant rooms and toilets have been vacated before exiting (including Dental Therapy).	
<input type="checkbox"/> Exit with school principal as per school site plan to evacuation meeting point on the school oval or alternative evacuation points as instructed.	
<input type="checkbox"/> At evacuation point;. <ul style="list-style-type: none"> <li>• MCS to complete Non-Teaching Staff check list to ensure all non-Teaching staff are present. Inform Principal of non-Teaching staff status.</li> <li>• Assist Principal</li> </ul>	
<input type="checkbox"/> Informs principal as to the; <ul style="list-style-type: none"> <li>• status of the completed non-teaching staff clearance checklist</li> </ul>	

SCHOOL OFFICERS	CHECKED
<input type="checkbox"/> Press <b>'Fire' button on INTEGRIS</b> and print attendance report. This is to be used to confirm teacher queries about student attendance.	
<input type="checkbox"/> Displays Evacuation in Progress Notice to front office door	
<input type="checkbox"/> Collects <ul style="list-style-type: none"> <li>• Student contact and medical details information to give to the principal</li> <li>• Medical Equipment box to be collected including red emergency medication bags, Defib, spare asthma Ventolin and EpiPen.</li> <li>• Evacuation Box with flashlight, batteries and first aid bag.</li> </ul>	
<input type="checkbox"/> Exit with school principal as per school site plan to evacuation meeting point on the school oval or alternative evacuation points as instructed.	
<input type="checkbox"/> At evacuation point; <ul style="list-style-type: none"> <li>• Provide copies of student checklists to teachers as required. It is suggested that two copies be available, one for admin use and one for class teacher use.</li> <li>• Ensure that all visitors are accounted for and report information to Deputy Principal Student Services</li> <li>• Assist Principal.</li> </ul>	
<input type="checkbox"/> School officer/MCS to evacuate visitors where there is no teacher present.	



# Administration Whole School Evacuation Checklist

## PRINCIPAL

### School Site

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Emergency Services contacted

Ambulance Fire & Police emergency <b>000</b>	Police <b>131 444</b>
State Emergency Services <b>132 500</b>	Ambulance 9334 1222
Poisons Information Centre <b>13 11 26</b>	

Utilities contacted

Gas – <b>13 13 52</b>	Electricity <b>13 13 51</b>
Water <b>13 13 75</b>	

District Office 9285 3600

### People Check

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Students accounted for (Deputy)

Staff (Deputy & MCS) – \*  
Appendix 1

Visitors (School Officer & Deputy)

Medical assistance check (Deputy)

Excursion check (Office Staff)

### Other contact numbers

Interpreting Service <b>13 14 50</b>	Health Advice – <b>1800 022 222</b>
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Principal \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY EVACUATION -EARTHQUAKE  
YELLOW ALERT  
TREMOR**



**Everybody under desks or door frames  
NOBODY leaves the buildings**



**Has the tremor stopped?**



**YES**



**Evacuate classroom when possible and  
assemble students in the evacuation meeting points away from any structures.**



**Principal to monitor the media and follow  
emergency instructions that are broadcast**



**Are the buildings safe? That is, no structural  
damage**



**Yes**



**All clear given. Students can then re-occupy  
classes**

**Advise District Office**

## EMERGENCY PROCEDURE - FIRE GREEN ALERT

**Green Alert** – Staff and students to commence immediate evacuation to the assembly point.

In the event of a threat that might be best addressed by securing all students in their classes please note the following:

Step 1: Credible threat received.

**Step 2: Principal or delegate assesses threat**

Step 3: Signal to all school – Long Blast of school siren – PA Announcement “Fire evacuation – EMERGENCY EVACUATION TO ASSEMBLY POINT”

or Megaphone announcement “Fire Evacuation – EMERGENCY EVACUATION TO ASSEMBLY POINT”

Step 4: Students outside need to make their way to the nearest classroom or office immediately.  
Teachers to collect Red Evacuation Folder and move with the students to designated assembly point following evacuation route and await further instruction

Step 5: Do not leave the assembly point until a PA announcement stating “ALL CLEAR” (repeated 3 times) and the siren is rung once. In the event of no power, a loud haler announcement will indicate “ALL CLEAR” and the hand bell is rung repeatedly.

March 2019

## EMERGENCY PROCEDURE FIRE IN CLASSROOMS GREEN ALERT

- Commence immediate evacuation of the class through external doorways.
- If possible turn off all electrical and gas appliances
- Notify the Principal/Deputy.

**DO NOT LOCK THE CLASSROOM DOOR  
DO NOT ATTEMPT TO PUT THE FIRE OUT**

## **EMERGENCY PROCEDURE - BUSHFIRE BLUE ALERT**

**Blue Alert** – Staff and students to commence immediate evacuation to the assembly point.

In the event of a threat that might be best addressed by securing all students in their classes please note the following:

Step 1: Credible threat received.

**Step 2: Principal or delegate assesses threat**

Step 3: Signal to all school – Long Blast of school siren – PA Announcement “Fire evacuation – EMERGENCY EVACUATION TO ASSEMBLY POINT”

or Megaphone announcement “BUSHFIRE Evacuation – EMERGENCY EVACUATION TO ASSEMBLY POINT”

Step 4: Students outside need to make their way to the nearest classroom or office immediately.  
Teachers to collect Red Evacuation Folder and move with the students to designated assembly point following evacuation route and await further instruction

Step 5: Do not leave the assembly point until a PA announcement stating “ALL CLEAR” (repeated 3 times) and the siren is rung once. In the event of no power, a loud haler announcement will indicate “ALL CLEAR” and the hand bell is rung repeatedly.

March 2019

## **EMERGENCY PROCEDURE BUSHFIRE BLUE ALERT**

- **MAALI 1,2 10, 11, 12 & 13 proceed to NGOOLARK BLOCK**
- **MAALI 3,4,5,6,7,8,9 Proceed to KWENDA BLOCK**
- **YONGKA 1,2,3 YARKINY 1,2,3,4(ART),5,6 and KOOYAR 1,2,3,4,5 ALL TO THE LIBRARY**
- Commence immediate evacuation of the class through external doorways.
- If possible, turn off all electrical and gas appliances.

Notify the Principal/Deputy.

## **EMERGENCY PROCEDURE -LOCKDOWN ORANGE ALERT**

**Orange Alert** – Staff and students to remain in locked classroom until the all clear signal is given.

- **Threats to the safety of individuals on this site - aggressive behaviour of a student or parent / assault/injury**

In the event of a threat that might be best addressed by securing all students in their classes please note the following:

Step 1: Credible threat received.

**Step 2: Principal or delegate assesses threat and decides to proceed with a lockdown.**

Step 3: Signal to all school – 3 (4 second) bursts of siren followed by a PA announcement - “Orange lockdown” (**Repeat 3 times**).

Step 4: Students outside need to make their way to the nearest classroom or office immediately.  
All students secured inside classrooms and doors and windows locked.  
Stay away from doors and windows.  
Teachers with the students immediately prior to the lockdown should remain with students until all clear is announced.  
**Mobile phones can be used by staff members**

Step 5: Do not leave the room until a PA announcement stating, “ALL CLEAR” (repeated 3 times) and the siren is rung once. In the event of no power, the hand bell is rung repeatedly.



## **EMERGENCY PROCEDURE - LOCKDOWN** **RED ALERT**

**RED Alert** – Staff and students to remain in locked classroom until the all clear signal is given-

- **siege/hostage incident / armed robbery / murder/ firearms / bomb threat / lightning / severe storms / violent intruder / civil unrest/military conflict**

In the event of a threat that might be best addressed by securing all students in their classes please note the following:

Step 1: Credible threat received.

**Step 2: Principal or delegate assesses threat and decides to proceed with a lockdown.**

Step 3: Signal to all school – 3 (4 second) bursts of siren followed by a PA announcement – “Red Lock Down” (**repeat 3 times**).

Step 4: Students outside need to make their way to the nearest classroom or office immediately.  
All students secured inside classrooms and doors and windows locked.  
Teachers with the students immediately prior to the lockdown should remain with students until all clear is announced.  
**No mobile phones to be used.**  
**Switch off lights and move to less visible parts of the room and Students placed in most secure area- eg storeroom/under the desks** Keep as quiet as possible

Step 5: Do not leave the room until a PA announcement stating “ALL CLEAR”(Repeated 3 times) and the siren is rung once. In the event of no power, the hand bell is rung repeatedly.

## EMERGENCY PROCEDURE - LOCKDOWN PLAYGROUND LOCKDOWN

**Playground lockdown** – Staff and students to remain in locked areas until the all clear signal is given-

In the event of a threat that might be best addressed by securing all students in their classes please note the following:

- Step 1: Credible threat received.
- Step 2: **Principal or delegate assesses threat and decides to proceed with a lockdown. Notify admin in other school of the situation.**
- Step 3: Signal to all school – 3(4 second) bursts of siren followed by a PA announcement – “Playground lockdown” **(repeat 3 times). Internal class phones can be used if required.**
- Step 4: All students move to the classrooms designated by the duty teachers. All duty staff to remain with the students. Staff on a break to exit the staffroom and if possible return to their classroom.
- Step 5: Do not leave the secured area or room until a PA announcement stating “ALL CLEAR”(Repeated 3 times) and the siren is rung once. In the event of no power, the hand bell is rung repeatedly.
- Step 8: Teachers return to class with the students and recheck the class roll.



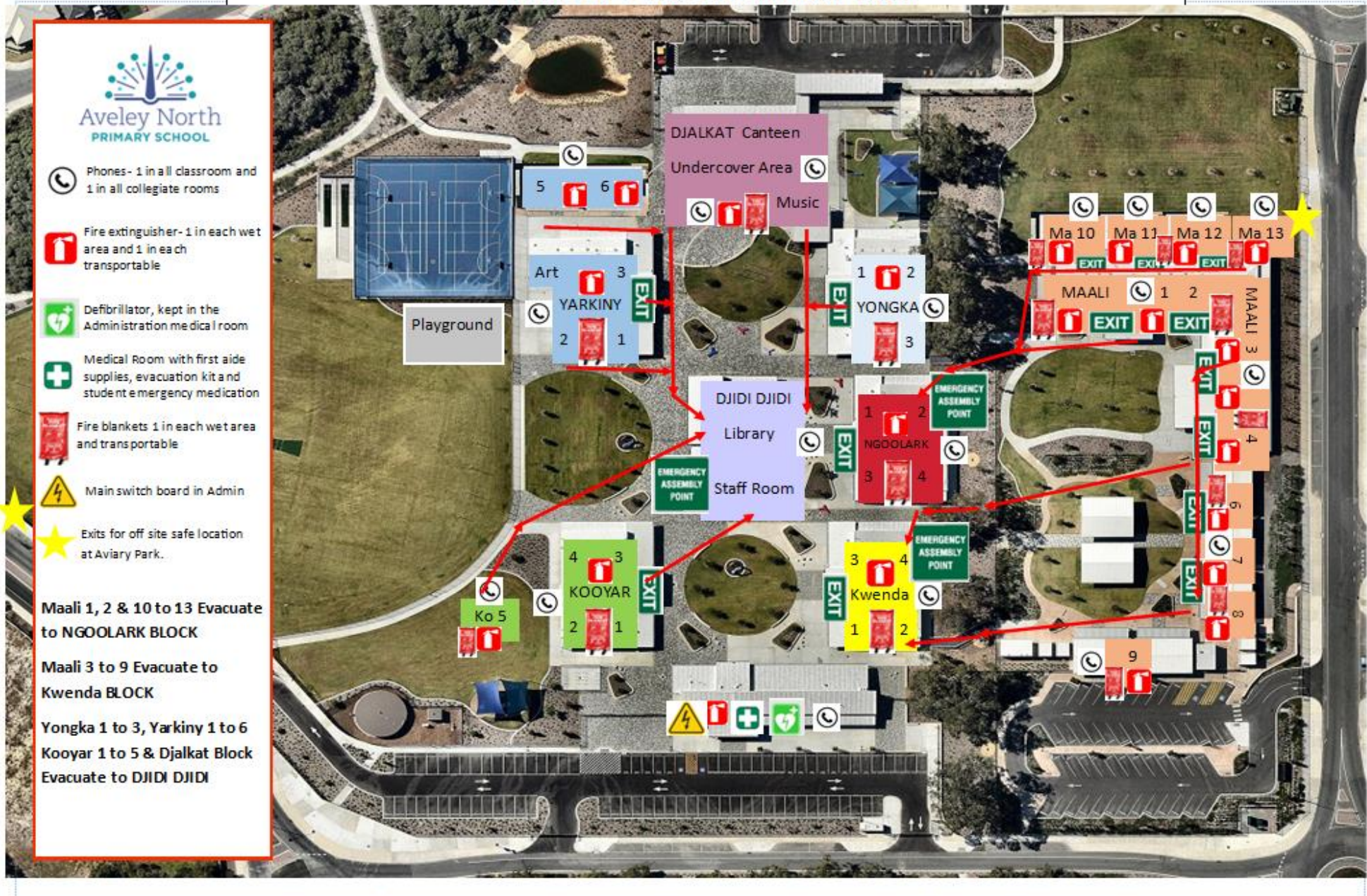
# EVACUATION MAP 2024



Aveley North Primary School Site Plan and Evacuation Routes Effective 8 February 2024



# BUSHFIRE EVACUATION MAP 2024



Aveley North Primary School Site Plan and Standalone Bushfire Evacuation Routes Effective 28 February 2024

# APPENDIX 1

# STAFF ROSTER DAYS WORKED FOR EMERGENCY EVACUATION FILE

Staff Member	Location	Mon	Tues	Wed	Thurs	Fri
Helen Taylor	Admin					
Keren Provost	Admin					
Rachael Tighe	Admin					
Dean Hunt	Admin					
Donna Irbe	Admin					
Kelly Neill	Admin					
Rachael Coxon	Admin					
Aimie Elmer	Admin					
Kara Battiato	Admin/EA	EA				EA
Jessica Boylan	Psych					
Tash Ball	AIEO					
Juanne Williams	AIEO					
Christabel Cole	Speech					
Robyne Chivers	Library					
Cindy Schroeder	Library					
Michael Kerry	Gardener					

As of 28 February 2024

**Legend**  
Days not on site

**TEACHING STAFF**

Deputy K-PP						
Marsha Adlam	Maali 1					
Rebecca Nair	Maali 2					
Courtney Harrington	Maali 3					
Vanessa Winter	Maali 4					
Ella Horner	Maali 5					
Emma Bell	Maali 6					
Sarah Morrow	Maali 7 Mon - Wed					
Liesel Erskine	Maali 7 Wed - Fri					
Claire Rigoll	Maali 8 Wed - Fri					
Adriana Hanson	Maali 8					
Zoe Wagner	Maali 9					
Kaitlyn Smith	Maali 9 Wed Maali 12 Thurs					
Deputy 1-2						
Annalise Revill	Maali 10					
Sofia Wilkinson	Maali 11					
Naomi Rooke	Maali 12					
Lara Ryniker	Maali 13					
Kia Jacques	Kwenda 1					
Morgan Stewart	Kwenda 2					
Caitlin McKercher	Kwenda 3					
Kyra Wayte	Kwenda 4					
Deputy 3-4						
Rachel Purdy	Ngoolark 1					
Georgia Murray	Ngoolark 2					
Jo Prentice	Ngoolark 3					
Jarrod Kuah	Ngoolark 4					
Tash Burns	Yarkiny 3					
Kath Fry	Yarkiny 5					
Stephanie Smith	Yarkiny 6					
Davina Flannery	Yongka 1					
Nicole Oliver	Yongka 1					
Jennifer Smith	Yongka 3					

Matthew Stewart	Diji Diji Digi Tech					
Kyle Van Rooyen	Diji Diji Digi Tech					
Deputy 5-6						
Claire Crawford	Yarkiny 1					
Dominique Parsons	Yarkiny 2					
Kylie Bingham	Art					
Jess Magatelli	Art / Music					
Harry Byrne	Kooyar 1					
Amber Iredell-Scott	Kooyar 2					
Georgia Miller	Kooyar 5					
Emma Carrick	Kooyar 4					
Sundarii Barnao	Science - Kooyar 3					
Matthew Stewart	Science					
Hayley Simpson	Science					
Harry Byrne	Sports					
Kerri Klumper	Sport					
Kaitlyn Smith	Health Tues & Fri					
Camp Australia						
Vince and Staff	Canteen					
	Garden office					
Michelle Hughes	Music Room					
Abigail Fenwich	Music					
Madeleine Fernie	Leadership release					

**NON TEACHING STAFF**

Kylie Anderson	Yongka 2					
Becky Atem	Cleaner					
Tash Ball	AIEO					
Loren Ballarine	Maternity Leave					
Kara Battiato	Maali 9 & Maali 1	EA				EA
Kirsty Bedford	Maternity Leave					
Angela Bell	Maali 3					
Kiara Bingham	Yongka 2					
Jessica Bridge	Maternity Leave					
Danielle Camillo	Maali 9					
Iain Campbell	Kooyar 4					
Roshni Chawla	Yarkiny					
Supawadee Claughton	Cleaner					
Alex Clementson	Maali 2					
Aileen Connors	Maali 3					
Tray Davis	Maali 5					
Adut Deng	Cleaner					
Shanel De Rizzo	Yongka 1 & 3					
Renee Dymock	Maali 8 Wed - Fri					
Laura Elliott	Yarkiny 3					
Linda Falconer	Kooyar 1					
Nicole Fevre	Maali 6					
Gemma Forrester	Yarkiny 3					
Melanie Garbutt	Kwenda					
Charlene Garland	Kooyar 4					
Jorja Griffin	Maali 2					
Eloise Hampshire	Maali 2					
Thomas Harper	Maali 1					
Elisha Herbert	Yarkiny 5					
Sian Hopla	Kooyar 2					
Kamala Karada	Maali 9					
Manpreet Kaur	Maternity Leave					
Tegan Kennedy	Maali 7					



Supanee Kongnin	Cleaner					
Emily Lukan	Kooyar					
Lucy Martinovich	Kooyar 4					
Jenna Michie						
Carol McGinley	Cleaner					
Michelle Minus	Yarkiny 3					
Michelle Naude	Maali 7					
Sherrilee Nelson	Yarkiny 3					
Carly O'Brien	Yarkiny 3					
Haylee Percy	Maali 10 & Kwenda 2					
Michelle Pethick	Maali 6					
Katie Raeside	Ngoolark 3					
Sangeeta Rani	Yarkiny					
Sarah Ribbens	Ngoolark 1					
Julia Robinson	Yarkiny 2 & 6					
Deborah Rozario	Maali 9					
Prasamaporn Santaya	Cleaner					
Rainee Saupold	Kooyar 2					
Alana Schelfhout	Yongka 2					
Ella Sebo	Ngoolark 3					
Penny Shepherd	Kwenda					
Sam Shilkin	Maali 2 & Maali 1					
Lynsey Tengalia	Yongka 2					
Sam Timbrell	Ngoolark					
Jaclyn Tran	Yongka 2					
Marianne Valdoz	Cleaner					
Andrea Ward	Maali 4					
Tahliya Watson	Kooyar 4					
Sophie Webb	Kwenda					
Aaron Westmacott	Maali 2					
Juanne Williams	AIEO					
Claudia White	Maali 9					