



Emergency Procedures

September 2014

Evacuation Procedure

Inside staff:

- The closest member sounds continuous short blasts of the whistle (NB whistles are located by the preschool yard door)
- The school's signal is one long continuous blast
- Will check the inside of the building; help evacuate all children and adults to muster point outside, collect roll book, visitor sign in book, high visibility vest, portable phone, and key
- In case of fire ensure all power is turned off including the air conditioning/heating and if possible all doors and windows closed
- Personal belongings are to be left unless conveniently available – evacuation is the priority
- Phone emergency services and then the school once outside and safe to do so

Outside Staff:

- Gather everyone at the muster point by the fence at the rear of the preschool yard (or the school oval if it is a campus emergency) and check children present with the roll book
- Check the visitor and staff sign in sheet to make sure all adults within the kindy are at the muster point
- If threatened whilst outside, give your name badge to a child saying 'Please give this to the teacher inside'. This will indicate that you are under immediate threat.

Director:

When it is safe complete an incident report and contact Regional Office.

Invacuation (lock-in) Procedure

- The closest staff member rings the bell, by the door to the preschool yard
- The school signal is many short blasts that continue for some time
- All children and adults gather in the large mat area as for group time
- Ensure all doors and windows are locked and blinds drawn, and that all children and adults are out of any external line of sight
- Assist children to remain calm
- Notify the school by phone if the emergency originated in the preschool
- The school will call when all is clear

Following the Emergency

- Call families if necessary or inform them of the emergency at collection time
- Debrief with children and provide follow up if needed
- The Directors to complete an incident notification on IRMS

Preschool Emergency Procedure

Evacuation Drill

Closest staff member sounds whistle
in continuous short blasts
(School signal – one long siren*)

Exit via the closest doorway to Roder Court
or front entrance if rear not accessible
ECW/Teacher to check the pre-school for
children

Occasional Care ECW to check Occasional care space

If there is smoke stay down low
All to make way to the Roder Court or Saarinen
Avenue Entrances

Teacher to take the roll book & medication, high visibility vest, and check names;
While or when names are checked
other staff to call emergency services & school

Invacuation Drill

Outside teacher rings bell
(School signal – continuous short blasts of siren*)

All enter the preschool,
lock doors and sit in the large mat area

ECW/Teacher to ensure all children have moved
into the building

Ensure all doors and windows are locked

Community Areas Emergency Procedure

Evacuation Drill

Closest staff member sounds whistle
in continuous short blasts
(School signal – one long siren*)

Exit via the closest doorway to Saarinen Ave
or Roder Court if front entrance inaccessible

If there is smoke stay down low

All to make way to the Roder street or Saarinen
Avenue Entrances

Invacuation Drill

Outside teacher rings bell
(School signal – continuous short blasts of siren*)

All enter the preschool,
lock doors and sit in the large mat area

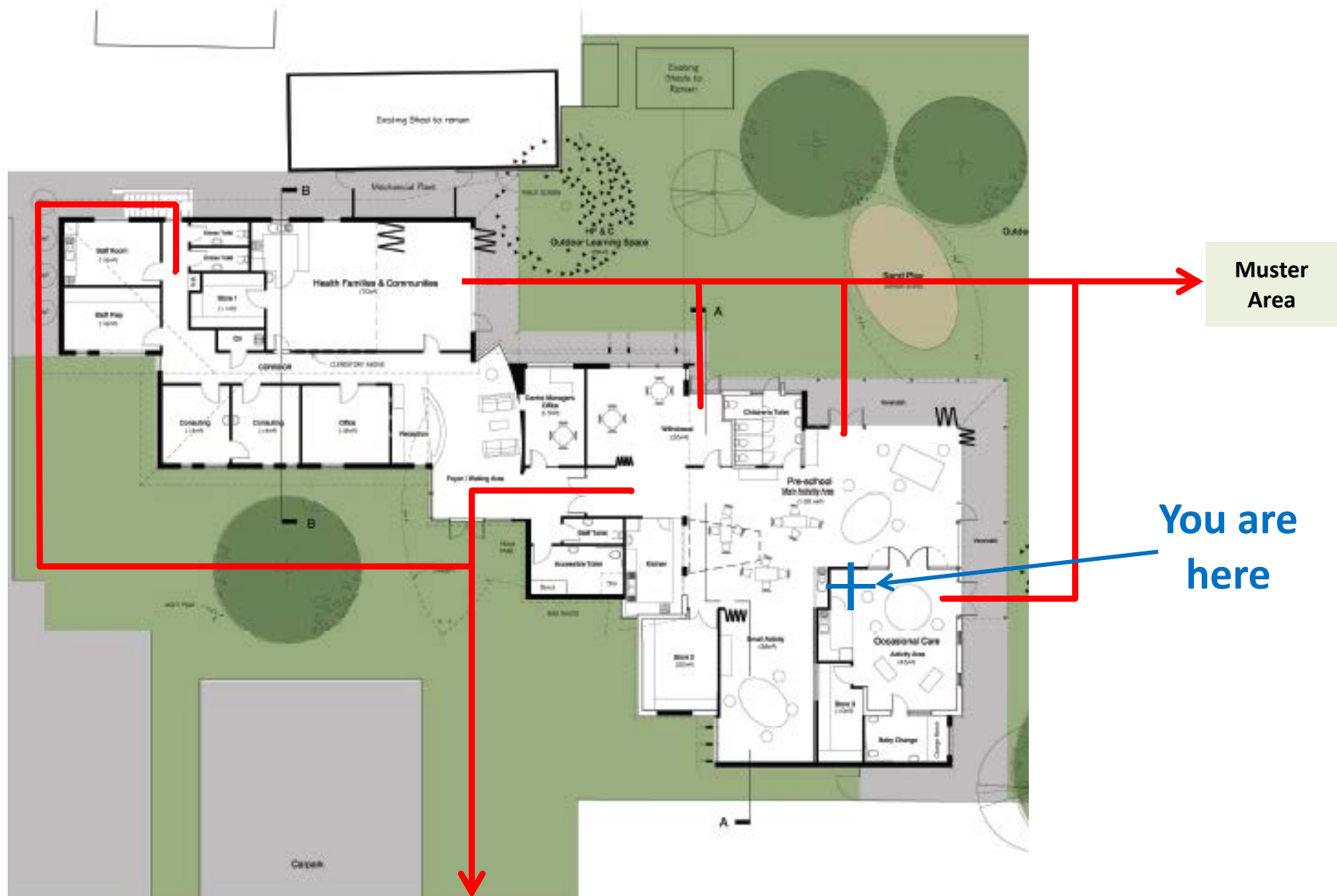
Ensure all doors and windows are locked

All stop activity

Reception staff to check
the front toilets and office

CDC to check
the community rooms and offices for people

Reception staff to take the visitor's book
While or when names are checked
other staff to call emergency services & school



Muster Area

You are here

Muster Area

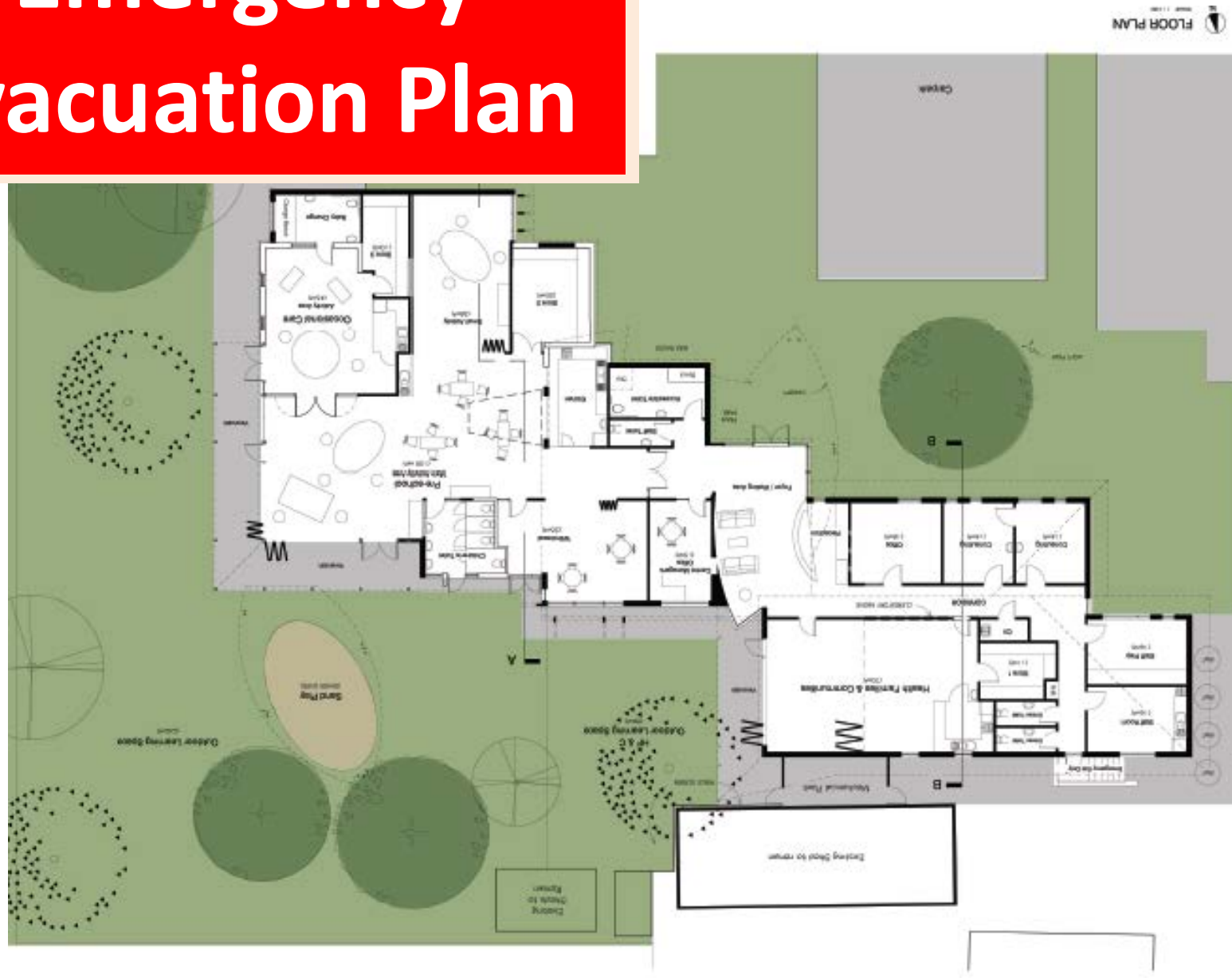
Emergency Contacts
Fire Warden: Arja Bloomskog
Fire Brigade/Police/Ambulance: 000

FLOOR PLAN
Scale: 1:1000



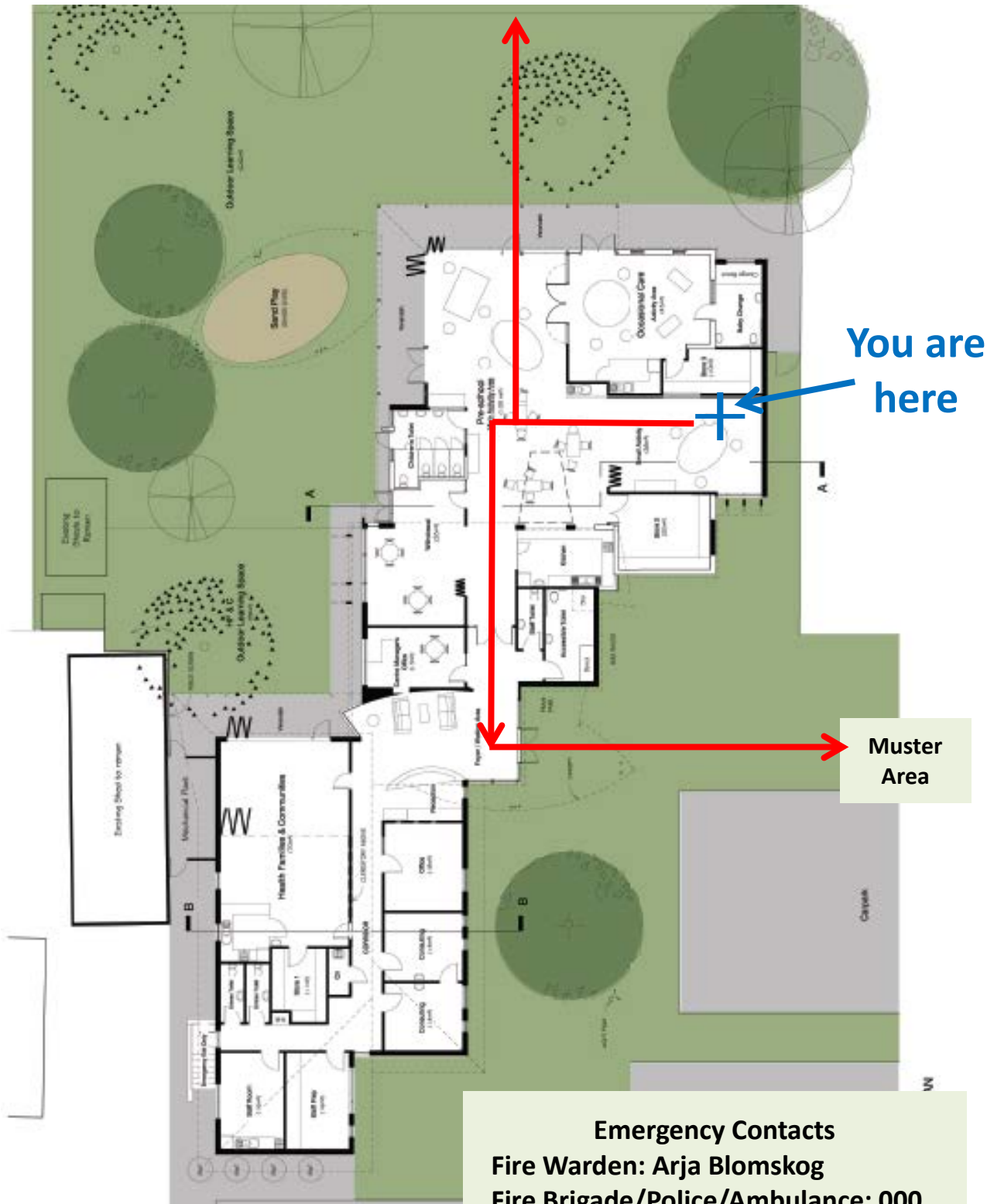
 **FLOOR PLAN**
Scale: 1:1000

Emergency Evacuation Plan



Emergency Evacuation Plan

Muster Area



You are here

Muster Area

Emergency Contacts
Fire Warden: Arja Blomskog
Fire Brigade/Police/Ambulance: 000