THE LADY GEORGE KINDERGARTEN

EVACUATION PLAN

THIS EVACUATION PLAN IS TO BE ATTACHED TO THE EVACUATION DIAGRAM

- When a staff member notices or is notified of a fire, danger or hazard he/she will implement the evacuation via the sounding of the whistle located near the entrance of the building and will notify other staff of the danger, fire or hazard.

- Early Childhood Worker or nominee to ring the Fire Brigade and/or Police-000 collects the attendance list and phone.

When two staff are on duty the first priority is to move the children to the platform or the tennis courts. (Keys to the rear gate of the Kindergarten are next to the whistle) ‘Stop look and listen and walk to the safe area.’

THE PRIMARY DUTY OF CARE IS TO REMOVE CHILDREN FROM DANGER AREA.

- Teachers keep the group together and lead them to the safest gathering point, either the platform at the back of the yard or across Highgate Street to the tennis courts or to Highgate Primary School, and call the roll.

- Evacuation of the building will be decided by the location of the hazard.

  Option a: Leave building through main entry double doors.

  Option b: Leave building through locker room.

  Option c: Leave building through alternative double doors adjacent to Library room.

N.B. Extinguishers to be used only if the fire is small and contained. Extinguishers are located adjacent to the kitchen and on the inside of the double front doors in the play room (northern wall). The fire blanket is located by the fridge next to the kitchen.

Responsibilities of staff

1. Call Fire Brigade or Police 000

2. Collect Attendance list, medical list (if safe to do so) cordless phone or mobile phone

3. Final sweep is completed. (Inside /Teacher)
4. Unlock back gates if necessary (outside /Teacher) – back gate keys to be kept inside the shed above auto sprinkler system

5. Keep children calm and check that all children marked on roll list are present. (Director/Teacher)

6. Parents to be contacted only in emergency (health risk to child or change to normal pick up routine.)

7. Staff to take direction from Fire Brigade, Police or other safety personnel in attendance prior to re-entering building.

8. BOMB THREAT - report the call immediately to: Police 000

**INVACUATION PLAN**

If necessary all children will be summoned inside by the outside Teacher who will call out

‘Roll Call’ (code) and usher the children inside.

- The inside Teacher will ring the bell.
- Direct the children to a safe room
- Roll will be called.
- Police will be called 000.

**LOCK DOWN**

- When a staff member notices or is notified of a danger or threat he/she will implement the lock down via ringing the bell located on the cupboard near the tape recorder.
- The outside Teacher will call out ‘Roll Call’ (code). (To notify other staff.)
- Staff and children will follow the same procedures as above.
- Police will be called on 000 with the nature of the threat identified.

Reviewed: September 2015