

Evacuation Collection Checklist

The person who alerts the emergency oversees the evacuation process

Clear Evacuation Instructions	Things to Collect
GREEN HORN (3 short blasts) then Located in RED Pencil Case Butterfly's exit door and outside teacher trolley	Delegate
Delegate duties →→	GREEN HORN
	Mobile phone (office/kitchen bench) Dial 000 if required
	Red Medical Folder (staff room) Green Keys (Butterfly's entrance)
	Child attendance sheet (Kitchen bench)
	Staff/visitor sign in sheet (entrance)
	Black Medical bag (staff room)
	Lock front door
	Check all areas
Occasional Care	Operational Monday and Tuesday
	Child attendance sheet