



Emergency evacuation plan

Priority: Adult and children's safety

Emergency **GREEN HORN** are located at in the Staff Room (**RED File box and Pencil Case**) and the outside teacher's trolley in small shed (**RED Pencil Case**).



1. Staff member who identifies the emergency takes the closest horn (**located in red pencil case**) and blows it **three short blasts** in close succession to alert staff and children and then communicates the nature and severity of the emergency to nearby staff.

2. The above staff member will take responsibility for the evacuation. They will –

1. **Direct another staff member to take the horn**, to blow a series of **three short blasts continually** as they proceed towards the assembly point (Back Fence) to alert staff, adults, and children that there is an emergency and to follow them.
2. Collect the **mobile telephone, Medication and Red Emergency/medical folder** (with gate lock key taped inside the front cover) from the staff room.
3. Collect the **staff/visitor sign** in sheet from the entrance, **children's attendance sheet** from kitchen bench.
4. Lock front door.
5. **Check each room** from the front to rear of the building (shutting the doors afterwards) and direct people to the assembly area.
6. Collect the **occasional care booking sheet** from the occasional care room.
7. **Proceed to the assembly area**, when satisfied that the building is evacuated. All children and adults remain against back fence assembly point.
8. Direct an adult to telephone the **emergency services** as soon as possible.
9. Conduct a **head count** then **roll call** of all children, staff, and adults.

All **educators** will take responsibility for ensuring that all children and adults coming down the ramp, and in the outdoor area, proceed as quickly as possible to the assembly area and lineup at back fence and complete head count then attendance call.

When all adults and children are assembled, emergency services may be called - 000 on the Centre phone or 112 on a mobile – if required. **Fire warden/Director** will direct emergency services on arrival.

Staff may need to unlock / open vehicle access gates (keys taped to inside of roll folder).



Emergency Lockdown Plan



Priority: adult and children's safety

1. The emergency **GREEN HORN** is located in the staff room (**RED Pencil Case**) and the outside teacher's trolley (**RED Pencil Case**).
2. They continue to blow ongoing **three long blasts** while walking to the base of the ramp.
3. The staff member directs children and adults up the ramp and indoors and supports children to form a line.
4. Having checked all outdoor play areas and being satisfied that everyone is inside, a nominated **educator** then follows and closes/locks the doors including occasional care.

Depending on the emergency educators may ...

- stay outdoors to deal with or observe the problem (2 staff members).
- lock the doors & windows (occasional care, Ladybirds room, Butterfly door, front door, kitchen).
- pull the blinds, access mobile phone.
- gather the children in the inside space, or the office, or be allowed to play.
- call emergency services 000 on the kindergarten phone or 112 on a mobile – if required. The **fire warden/Director** is to direct them on arrival.

The occasional care, preschool attendance rolls and staff/visitor sign in sheet will be gathered by an educator to complete a head count and attendance call to ensure that all adults and children are accounted for.