



## Centre emergency procedures

All permanent staff members are trained and aware of the emergency evacuation, invacuation and lock-down plans. This is also an important part of the induction process for relief teachers, volunteers and students. This will be practised each term by both kindy groups and will be incorporated in the term planner and program so that in the event of an emergency, staff and students are confident and less likely to panic. The emergency drill dates will also be diarised and recorded in the site's Emergency Management Plan. Emergency plans are located by each exit at the site.

If an emergency arises with a child, one staff person stays with the child, one person is responsible for the rest of the group (away from the child), the other makes emergency phone calls as necessary.

### Evacuation procedure (general actions)

When the whistle sounds, all children and staff are to leave the building immediately.

The staff will refer to the emergency plans as appropriate.

1. Indoor teacher sounds the alarm (short blasts of the whistle)
2. The outdoor teacher, adults and children are to calmly gather next to the shed in front of the double gates. The outdoor teacher will check all outdoor play areas, collect the necessary keys and attendance sheets.
3. The inside teacher (with help from 3rd staff member) will:
  - phone Emergency Services (000)
  - take cordless phone and mobile
  - check all rooms and close all doors
  - collect First Aid kit & asthma kit, allergy buddy & the fire blanket (by the fridge)
  - join the group by the shed.
4. Inside teacher calls the roll outside and everyone evacuates through the double gates to Community Centre or Vietnam Veterans shed (across the car park) or if necessary to the Old Gum Tree Park and phone from St Leonards Primary School. Take a private mobile phone if possible.
5. If necessary (if Media/reporters arrive) call the Department for Education's Media Unit.

**Invacuation procedure and lock-down:** This plan is located at every exit point.

1. In the event of a toxic emission/spill (gas, fuel or chemical) or any perceived outdoor threat (spraying or cutting the weeds in the nearby drain, bee swarms) or when deemed unsafe:
2. Ring the indoor bell (which is kept on the stationery shelves near the fax machine). Bring in the sign on sheets from on top of lockers and lock all outside doors if necessary. When children are safely seated inside, check that all children are present (from the attendance sheet) as well as staff and visitors. Reassure the children calmly.
4. In a threatening emergency, the children are to be assembled & seated in the allocated area. Follow the procedure for the relevant emergency as set out in the EMERGENCY ACTION GUIDE on the window above the kitchen bench. Pull all blinds down.
5. Ring police or other services if necessary. Ring the Department for Education's Media Unit if any Media/reporters gather.
6. After threat has subsided, return to duties and complete any necessary paperwork recording any notifiable incidents online on the Incident and Response Management System.