

**EMERGENCY EVACUATION / INVACUATION PLAN FOR CHRISTIE DOWNS KINDERGARTEN**

SIGNAL for EMERGENCY:	EVACUATION:	SHARP BLOWS ON WHISTLE. RING
	INVACUATION:	BELLS

If need for invacuation to protect person/children due to inappropriate actions by an adult - LOCK DOORS IF APPROPRIATE & SAFE TO DO SO.

**INSIDE whistle(s)** located on hook, next to double doors. Also another whistle is located on a hook in the kitchen.

**OUTSIDE whistle(s)** under veranda hanging on the hook near the first aid bag.

EVACUATION POINT: CAR PARK

INVACUATION POINT: OFFICE

**STAFF MEMBER WHO IDENTIFIED EMERGENCY:**

BLOW SHARP BLOWS ON WHISTLE. ENSURE IT IS HEARD INSIDE AND OUTSIDE

DETERMINE IF INVACUATION OR EVACUATION AND DIRECT CHILDREN TO APPROPRIATE POINT

**DESIGNATED INSIDE TEACHER:**

DIRECT ALL CHILDREN/VISITORS IMMEDIATELY TO INVACUATION OR EVACUATION POINT.

COLLECT ROLL BOOK

FINAL CHECK TO ENSURE BUILDING / GROUNDS HAS BEEN EVACUATED

STAFF MEMBER TO PROCEED TO DESIGNATED POINT AND CALL ROLL.

INFORM DECD DISTRICT OFFICE – 8391 4705

**DESIGNATED OUTSIDE TEACHER:**

**EVACUATION ONLY:** CALL CHILDREN OUTSIDE TO MEET AT THE CUBBY HOUSE. ENSURE SHOES ARE ON ALL CHILDREN PRIOR TO WALKING OUT THE GATE TO THE CAR PARK.

SUPERVISE CHILDREN AND ATTEND TO ANY INJURIES.

**EARLY CHILDHOOD WORKER (ECW) OR DESIGNATED INSIDE TEACHER IF NO ECW** COLLECT FIRST AID KIT, FRIDGE MEDICATION & ASTHMA KIT

INSPECT ALL ROOMS FOR CHILDREN/ADULTS - DIRECT CHILDREN TO DESIGNATED POINT

PROCEED TO EVACUATION / INVACUATION POINT

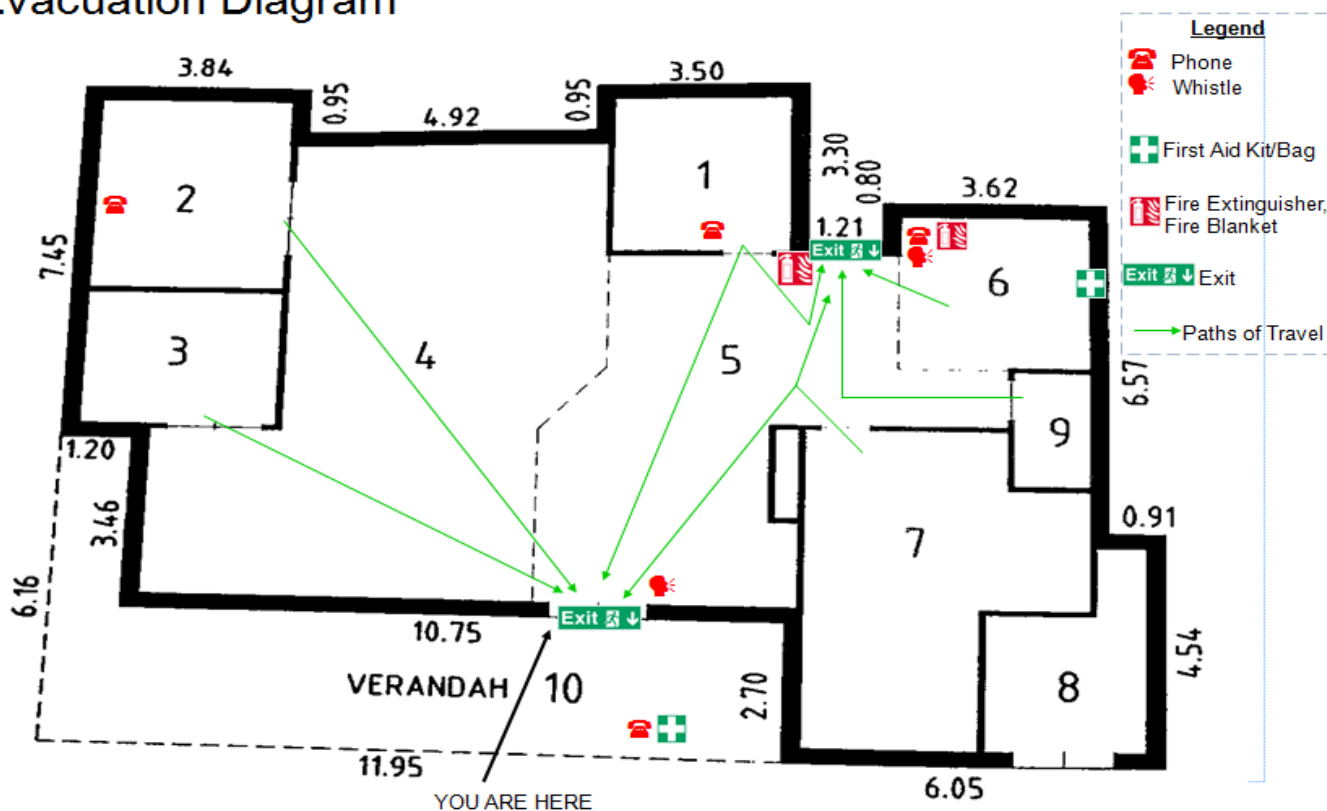
SUPERVISE CHILDREN AND ATTEND TO ANY INJURIES

Source(s): <http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> Emergency & Evacuation, inclusive of Bushfire Procedure

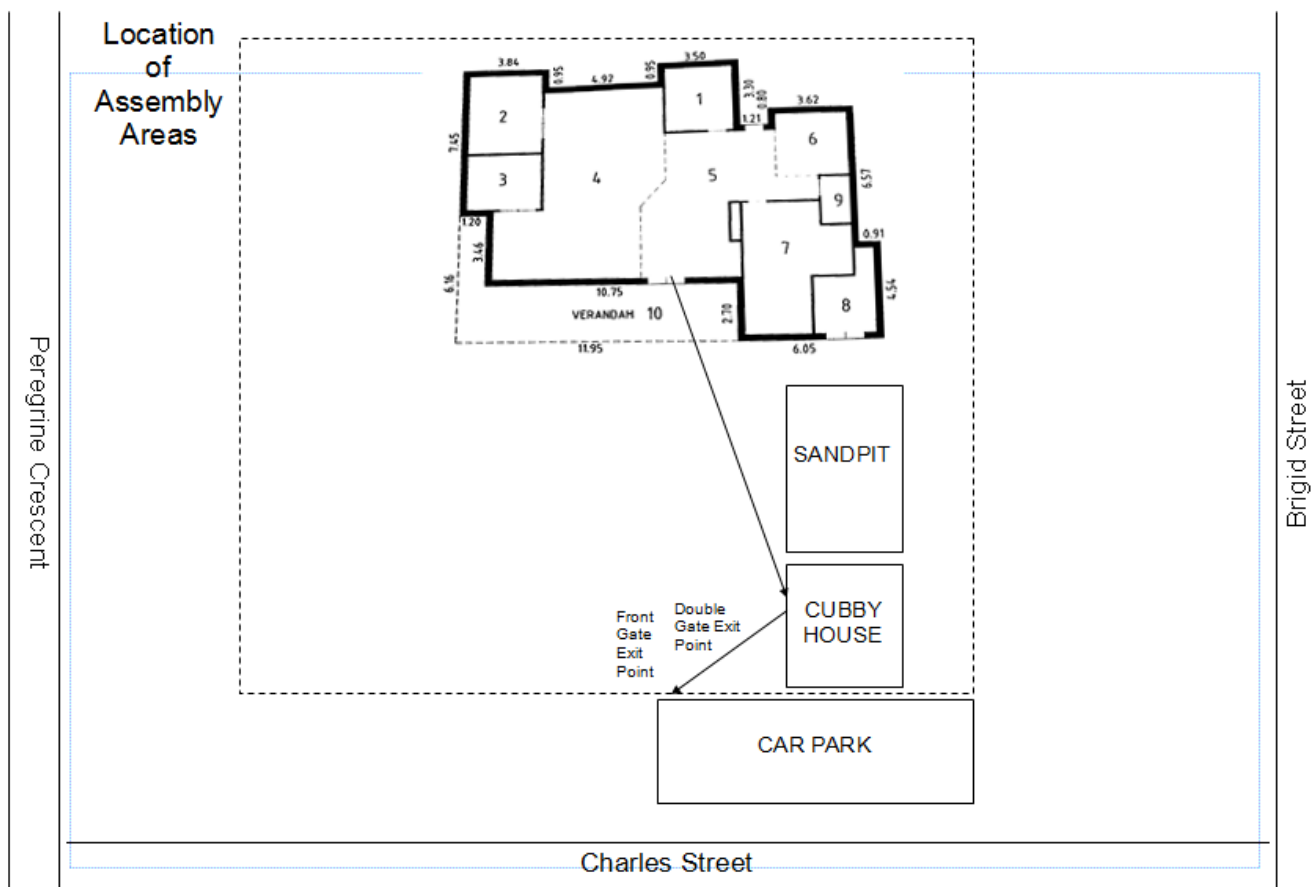
Reviewed May 2016 Next Review: May 2017



# Evacuation Diagram



Validated 11/12/2015

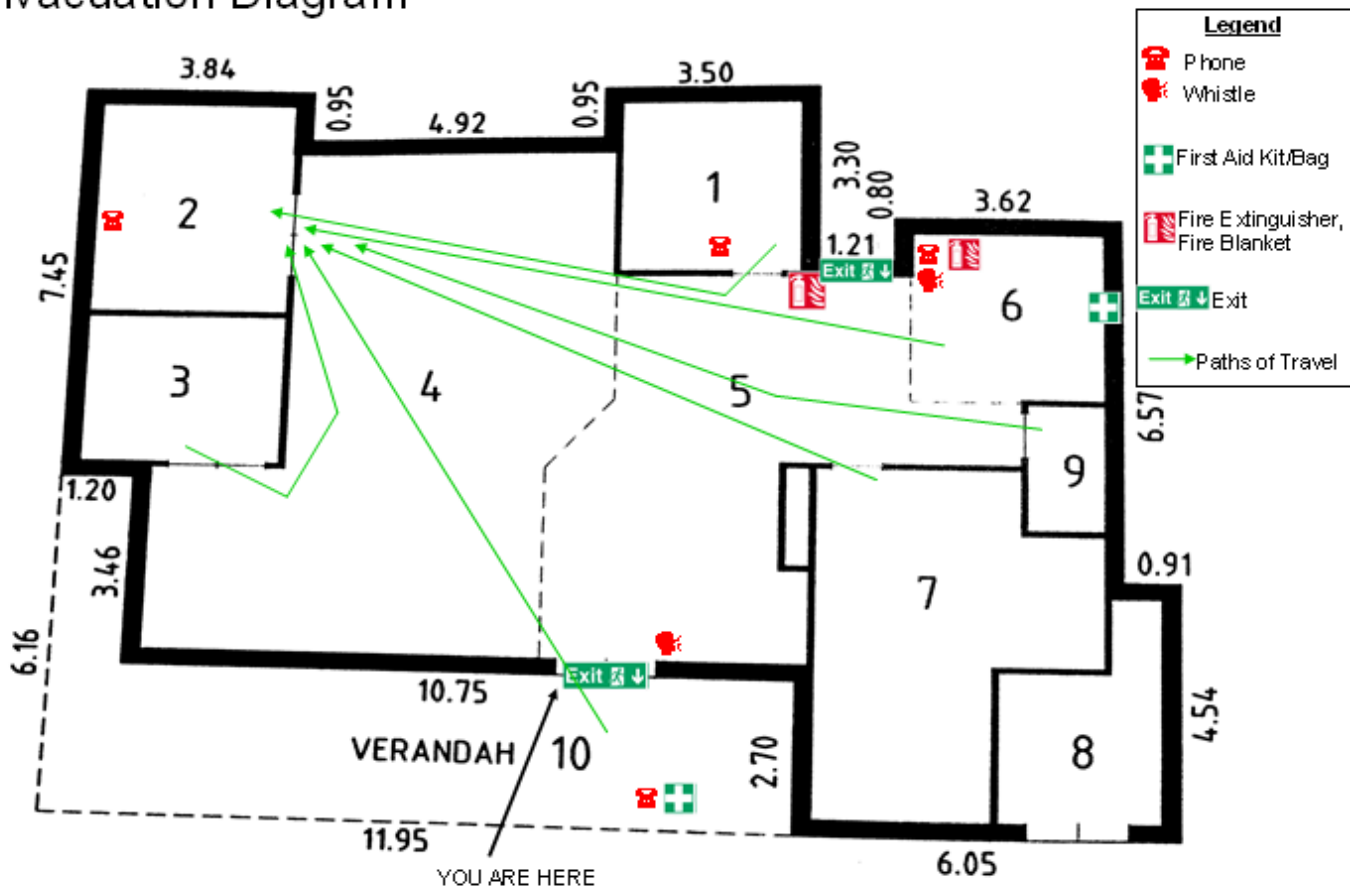


Source: <http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> Emergency & Evacuation policy

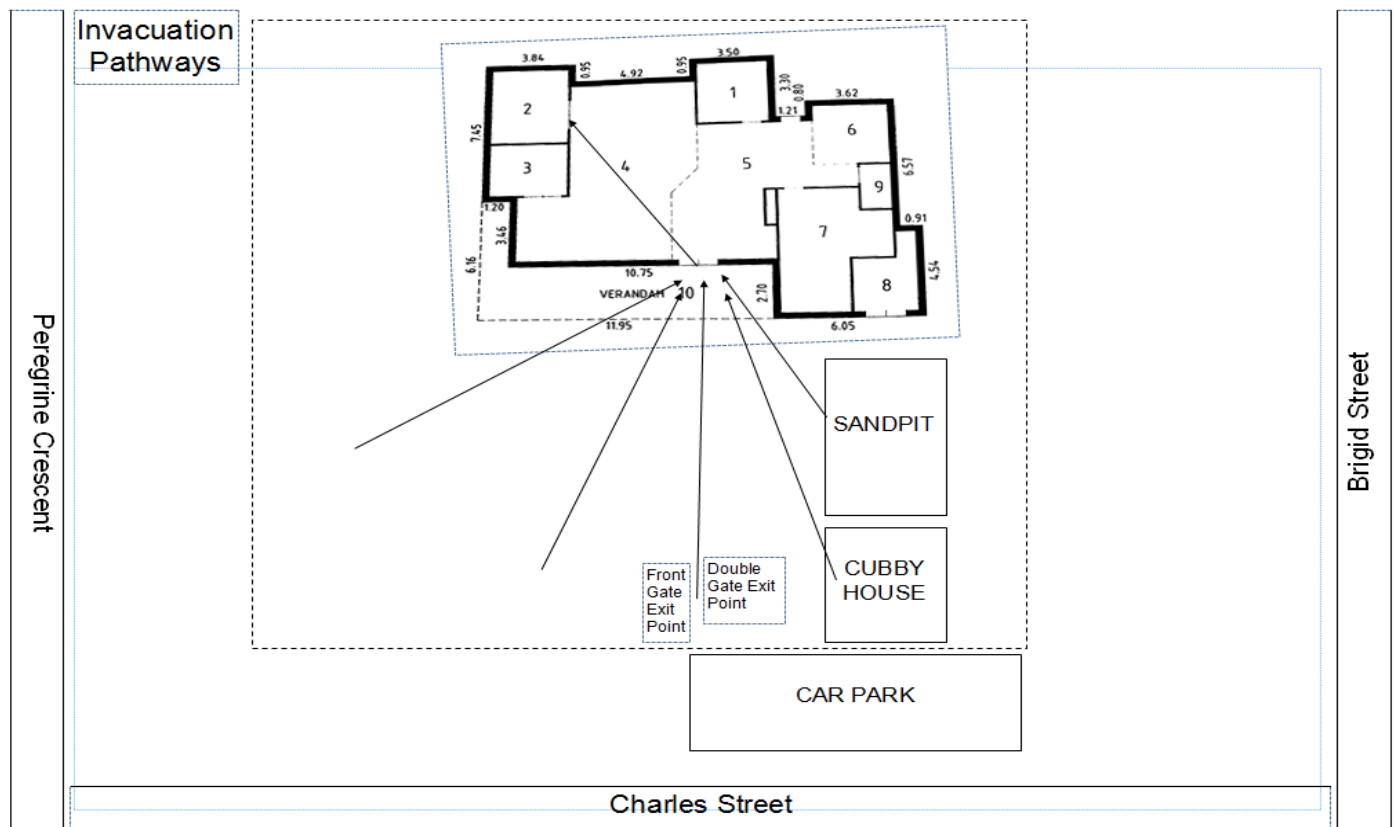
Reviewed: Dec 2015 Next Review: Dec 2017



# Invacuation Diagram



Validated 11/12/2015



Source: <http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> Emergency & Evacuation policy

Reviewed: Dec 2015 Next Review: Dec 2017

