



Evacuation Procedure

At all times our duty of care to the children is of paramount importance.

Adult 1: Sound continuous blasts of whistle

(Whistle is hanging by double glass exit doors)

.Children go to adult 1, follow directions to outdoors

Adult 2: Ring emergency number 000

**.Collect sign in sheet, emergency folder
and first aid kit (top of fridge
in kitchen)**

.Ensure all areas of building are evacuated.

.Grab Fire Box (In Directors Office under bench)

Adult 1: Ensure all children are present.

. Evacuate to designated assembly area.

(School Oval or Last Resort Refuge)