



Emergency Evacuation/Invacuation Policy

An Emergency Evacuation/Invacuation is indicated by continual whistle blowing by a staff member.

- Adults and children follow the person who is blowing the whistle and wearing the fluorescent vest - inside to the end mat nearest Regency Road OR outside to a gate depending upon the location of the emergency (person blowing the whistle to dictate location).
- Inside staff member to check all inside rooms and shut the door once checked. Collect the roll book, visitors' book, Allergy buddy (children's medication), portable phone and kindy or personal mobile.
- Outside staff member to collect sign in sheet and check all outside areas, including lunchroom and shed.
- Director/responsible person to notify Emergency Services 000 (if required).
- When assembled at meeting point, roll to be called to account for all children and staff.
- Director/Responsible person will delegate roles as required.
- Parents/Caregivers may be phoned to collect their child if required.

In the case of an emergency within the kindergarten, children and staff will remain together until deemed to be safe by relevant authorities or until all children have been collected by their parents or guardians.

Evacuation Procedures

All staff will be clearly inducted in Term 1 to the emergency procedures, and their responsibilities. This will be part of the induction program for all new staff.

The Emergency procedures will be prominently displayed in the entrance areas.

Evacuation/Invacuation Practice

Evacuation practice should be held at least twice per term by regulation and critically reflected upon at a staff meeting. This needs to be recorded in the Emergency evacuation and Invacuation records.

IF THE SITUATION IS DEEMED UNSAFE TO REMAIN ON THE PREMISES, EVERYONE WILL BE EVACUATED TO THE FIELD NEXT TO HAPPY VALLEY COMMUNITY CENTRE OR TO THE RESERVE ON REGENCY ROAD DEPENDING UPON WHICH IS SAFEST.



Evacuation & Invacuation Procedure

- In an emergency whistle will be blown continually
- Children & adults follow and meet at the location of the whistle blower
- Outside staff member: to collect sign in sheet and ensure all outdoor areas are checked including shed and studio.
- Inside teacher: check all inside rooms and shut the door once checked. Collect the roll book, visitors' book, Allergy buddy (children's medication), portable phone and kindy and personal mobile.
- Staff ensure all children gathered.
- When assembled at meeting point, call roll to account for all children and staff.
Director/Responsible person will ring 000 (if appropriate)
- Director will delegate roles as required
- Follow directions from Director/Responsible person.