



# EMERGENCY PLAN

## EVACUATION and INVACUATION PROCEDURES

### QUALITY AREA 2 – CHILDREN'S HEALTH AND SAFETY

National Law and Regulations: QA2, R97, R168

This procedure covers both the **Occasional Care** and **Kindergarten** programs.

#### **EVACUATION OF BUILDING**

Emergency Procedures are placed prominently in each area of the Preschool. Staff are required to become familiar with the Emergency Procedures on induction. Staff will hold emergency evacuation drills every term to ensure staff are fully aware of their responsibilities and the procedures. In all cases of disaster, the first responsibility of staff is the children in their care and safety of themselves.

#### **STEP 1**

**Warning signal – 1 long blast of the air horn repeated inside and outside** (located at the main entrance of the building) to be **sounded by person discovering emergency**.

#### **STEP 2**

**Inside Staff:**

- search for and evacuate all children from inside areas to **entrance gates near Hender Avenue**. (If Hender Avenue is not accessible, go to The Parkway gate or alley way gate by occasional care) Collect the first aid kit, health plans and medications, children's emergency contact details, sign in sheets, visitor's and contractor's sign in folders, occasional care folder, phone and the set of keys from behind the children's toilet door.

**Outside teacher**

- gather children outside to assemble at muster point (**entrance gates near Hender Avenue**)
- teacher to remain with children

#### **STEP 3**

**At muster point**

- 2 staff check roll, do head count and sign in sheets to ensure all children, staff and visitors are evacuated and accounted for.
- contact appropriate emergency service and follow instructions (**emergency vehicle access from The Parkway**).
- call 000 ASAP or call 131 444 and follow emergency service instructions
- If safe to access initiate search if necessary, closing doors as each room is cleared.
- unlock Parkway gates

#### **STEP 4**

**Further evacuation required?**

- Staff may make the decision to move children/adults to the TK Shutter Reserve for further safety if deemed necessary to do so.

#### **STEP 5**

- When emergency services arrive the nominated supervisor will inform the officer in charge of the nature and location of the emergency, and of any missing children or adults etc.
- No one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.

**Persons at kindergarten alone (working in isolation)**

- Inform someone (staff or family member) of your work in isolation
- be aware of entry and exit points, fire extinguishers, safety resources
- contact emergency service to alert emergency and evacuate and follow emergency service instructions
- notify Director or other staff member

#### **INVACUATION / LOCK DOWN**

In the case of an external threat (e.g., threatening person, swarm of bees/wasps, unsecured building materials or branches, nearby chemical spill/fumes or power lines down) staff **invacuate** to the large carpet space. **If lock down required move people to office areas.**

#### **Step 1**

**Warning Signal - Two (2) blows on whistle by person recognising emergency, repeated inside and outside.**

#### **Step 2**

**Inside teacher**

- collect the phone and assemble children and adults on the mat near the storeroom. Remain with children.
- if deemed necessary, usher children, and adults inside the storeroom
- call 000 ASAP or call 131 444 and follow emergency service instructions

**Outside teacher**

- Gather children outside and move them to the large carpet space inside, and if safe to do so check the sheds and whole outdoor area is clear of all people.
- Collect the set of keys from behind the children's toilet door.
- Close/lock windows, doors – including children's bathroom door.
- Check all internal rooms
- Collect roll, occasional care folder, visitors and contractor's books.

#### **STEP 3**

**At muster point**

- check roll and sign in sheets to ensure all children, staff and visitors are invacuated and accounted for.
- contact appropriate emergency service (**emergency vehicle access from The Parkway**).
- If safe to access, initiate search if necessary.

#### **Emergency numbers**

**EMERGENCY (police, fire, ambulance) 000**

Klemzig Kindergarten 08 8261 2893

Klemzig Kindergarten Mobile 0429 611 441

Fire 8223 3000

Police 131 444 patrol attendance - 8207 6000 Holden Hill

State Emergency Service 8463 4171 - 8207 5000 or 8204 2999 ah 040883584 Enfield

Emergency vehicle access from The Parkway

Klemzig School, Hay Street, Klemzig ph: 8261 1944

Education Director, Paul Newman: 8416 7341

# EMERGENCY PROCEDURES

**SIGNAL: air horn blast**

## EVACUATION PROCEDURES

1. Leave building by nearest safe exit
2. Proceed to muster point
3. Two staff to call roll and sight children/adults
4. Remain at muster point until directed by staff/emergency services

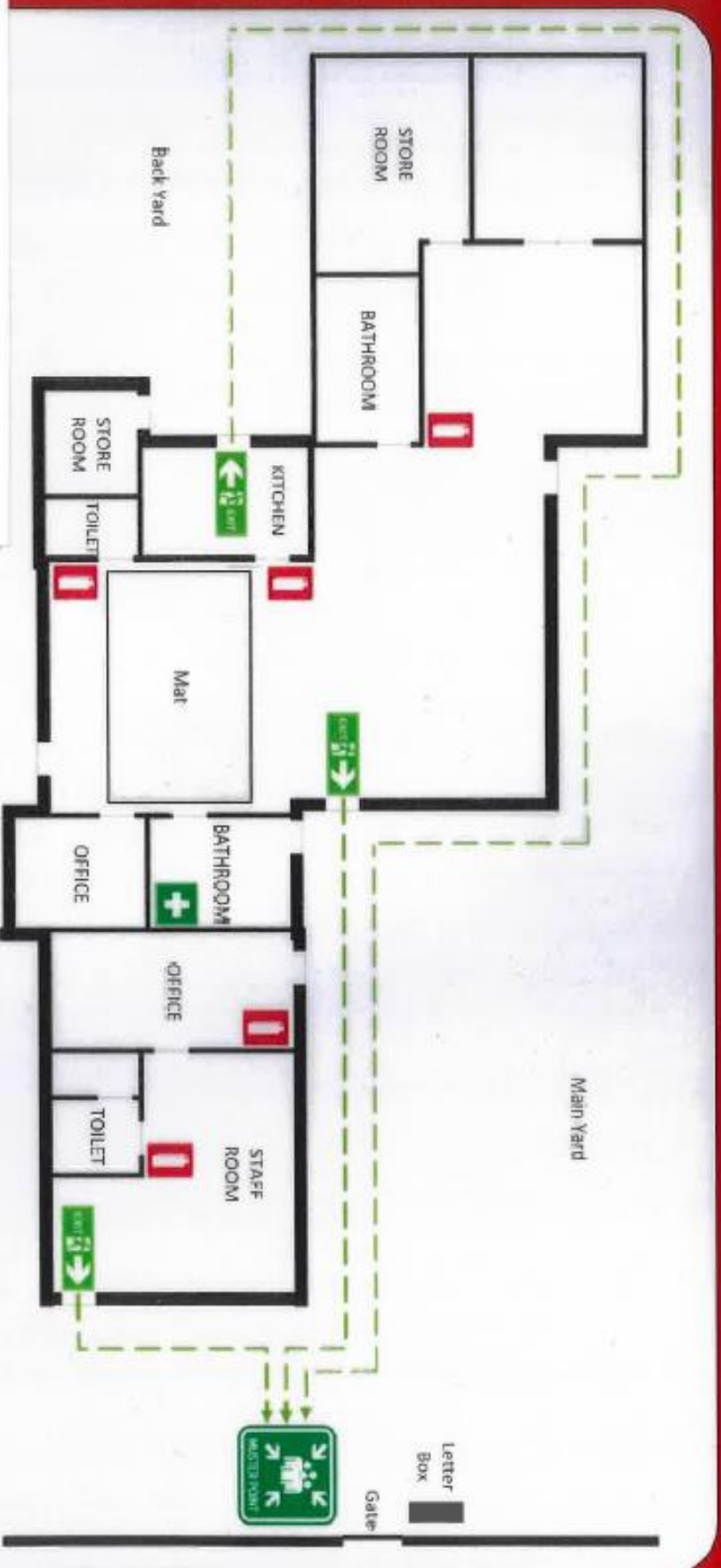
## INVACUATION LOCKDOWN

1. Safely make way inside
2. Gather on large mat
3. Wait instructions from staff



## LEGEND

- First Aid Kit
- Exit
- Fire Extinguisher



**SIGNAL: whistle blows**