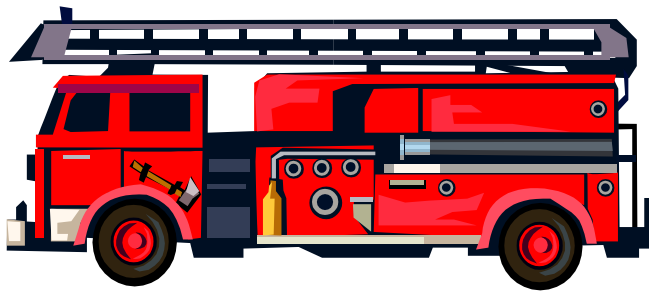


Evacuation Procedures

Staff member who sees the emergency rings the emergency bell.

1. Staff, volunteer and other adults directs children out the nearest door towards the sand pit and settles them.
2. Big Mat Leader checks the office, kitchen, storeroom, toilets & under tables for children, volunteers & staff left inside.
3. Big mat assist collects the roll & phone on their way outside, calls the roll.
4. Little mat leader rings the emergency service required.
5. In the case of large emergency unlock the back gate and implement off site evacuation procedures.



Invacuation Procedures

Staff member who sees the emergency blows their whistle 3 times.

1. Staff, volunteer and other adults direct children in through the nearest door on to the mat and settle them.
2. Big Mat Leader checks all areas of the playground for children, volunteers & staff left behind. Big Mat Leader locks big door after entering.
3. Big mat assist collects the roll on their way inside and calls the roll.
4. Little mat leader rings the emergency services required and locks outside doors except big door.

5. In the case of Lock Down move children into the office until police give the all clear.

McRitchie Crescent Children's

What happens in the case of a

Rational

Natural disaster events happen unexpectedly, so in the event of a critical incident e.g. fire, flood, gas leaks, earthquake or strong winds the site may need to be evacuated. First and foremost the safety of our children and staff are essential and any decision made to evacuate the site will be made in consultation with the Regional Education Office Leadership and staff.



Services Centre

disaster?

The children will be cared for by the staff either at the Centre or at the evacuation point which is designated off site on

Samaritan Our Lady Help of Christian School's oval on McRitchie Crescent side. This site will only be used if it is safe to walk the children there. Otherwise the children will remain on site with staff on the lawn area.

Procedure

Once the decision has been made to evacuate, emergency contacts for each child will be contacted, informed of the decision and encouraged to collect their children from the designated area, (either on our site or OLHC oval).

On leaving the site, the staff will do a head count of children as they exit the building, taking emergency information, mobile phones, first aid bag, the roll, and if time allows spare clothing and depending on time, children's bags.

The last teacher to leave will investigate all areas to check for children. Upon arriving at the designated evacuation area staff will call the roll and sit the children calmly. The situation will be explained to the children to avoid undue worry or fright. While 2 staff supervise the children, the remaining staff will ring the emergency contacts and arrange the child's collection.

The staff will remain with the children until the responsibility of each child is handed over to the parent or other responsible adult nominated by the parent. No child will be released into the care of another child.

Once the child is handed over to such a person the responsibility for that child's welfare lies with that person and not with staff. Children who have not been picked up will remain with the staff until the disaster is over, and emergency care has been arranged i.e. Crisis Care.

Parents are asked to contact staff in person, if safety permits, to seek information about their child rather

than tie up the phone which should be left for emergency calls. If safety does not permit, wait, listen to your

local radio station for information or phone the police.

If someone must leave the children to obtain further information about the disaster or to contact the police,

fire brigade or other emergency services the Director will leave, when children are calm and under control, whilst the Teacher stays with the children.

Adults present at the time of the disaster may be asked to help supervise the children, but the overall responsibility lies with the staff.

Staff will only be released to attend to their own needs once all children have been collected.