

Morphett Vale East Kindergarten

Emergency Procedures

Emergency Procedures will be displayed

- Shed
- At each exit
- Next to each of the phones – office and two in the kitchen

Emergency Procedures will be rehearsed each term.

Fire Extinguishers

Are located:

1. Near the staff toilet on the kitchen wall.
2. In main playroom near the main entrance.

Fire Blanket

On the outside wall of the sensory room, with the keys.

Whistles

Whistles are located on hook just inside the main play room entrance also in the shed and office

Keys to Double Emergency Gates:

Keys to the double gate are attached to each whistle.

ETSA Power Box

In case of an emergency the ETSA box can be found on the exterior wall of the kindergarten building near the parent entrance gate. Keys are located in the kitchen, on the doorway to the sensory room.

Snakes

The outside teacher will wear a whistle when outside and implement emergency procedure immediately if a snake is visible.

Policy Reviewed by

Director.....Kerri Willmott.....

Governing Council Chairperson.....Renee Henley.....

Date.....19/6/15.....

Morphett Vale East Kindergarten

Emergency Procedures

EMERGENCY PROCEDURE **Evacuation and Invacuation**

1. When threat is seen blow continuous short blasts on whistle and select safest assembly point (generally the double gates).
2. **All children to go to the staff member blowing the whistle.**
Evacuation = to the double gate
Invacuation = inside
3. Another Staff Member(s) to
 - a) collect **RED** emergency contact folder and roll book
 - b) collect cordless phone
 - c) check building to ensure all children have gone outside
4. All persons move to whistle blower.
5. Staff person to check roll.
6. Another staff member to telephone emergency services (000) and if required, Morphett Vale East Primary School (8382 4311).
7. Decision will be made to move/not to move to the school

Reviewed June 2015

Policy Reviewed by

Director.....Sarah Weightman.....

Governing Council Chairperson.....Anne Stockwell.....

Date.....18-05-2018.....