

# Emergency Evacuation Plan



Mt Compass Preschool Centre

## Evacuation of the Building

Evacuation Meeting Point (EMP) : Carpark Fence

Problem to be reported immediately to the 'Responsible Person', usually the Director.

## Whistle Blower (staff)

- Blow repeatedly with whistle, located on wall near fire extinguisher, kitchen, signalling to all to evacuate
- Proceed to EMP, gathering children on the way
- Check grounds visually for stray children
- Wait

## Additional staff

- Look for children inside and in yard, directing them to EMP, proceed to EMP and gather children as they go

## Responsible Person

- Send children to EMP
- Gather—roll, pink backpack, mobile phone, medications, sign in log
- Check toilets/inside for remaining people
- Go to EMP

Check roll & log, locate any missing persons. If danger persists move to safety location in oval complex. Responsible person rings 000 to report.

Remain in safe zone until danger passed, and authorities have confirmed it is safe to return to preschool.

Notify families of evacuation

Report to Education Department via IRMS

This procedure must be practised in the form of a drill twice a term.

Reviewed and updated March 2019