



EVACUATION PROCEDURE

Step 1

- Staff 1 -identifies danger and gives 3x blasts of the whistle
- ECW -collects the roll book & phone
-assists in assembling children
-contacts emergency service, CAS and Minya Bunhii
- Staff 1 -collects children in the main designated area away from danger
-completes roll call

Step 2

- Director - checks all areas (places room checked sign on door)
- If children are unaccounted for - Director rechecks & finds those missing
- Bring sign in sheets from front desk

Step 3

- Evacuate to designated assembly area - school oval or school car park
- Exit 1 via main entrance
- Exit 2 via front gate
- Exit 3 via Minya Buhnii

THE FIRST RESPONSIBILITY OF STAFF IS THE SAFETY OF THE CHILDREN.

**Drills are recorded 3 monthly,
once per term for each group of preschool children.**

Policy Number	2
Policy Accepted	Governing Council 17/08/2020
Policy Review Date	11/4/2022