

Evacuation

General Actions:

1. Whistle sounded by staff member - short blasts with staff member pointing to direction of safety for evacuation. Staff member rostered on inside to collect roll book, visitor book and phone.
2. Staff direct children to the exit doors.
3. All persons to walk calmly to the big gates near the buses. We will then move to the school oval shelter shed if safe.
4. Staff member or responsible adult to contact emergency #: 000 or 112 (mobile) and ask for appropriate service in South Australia
5. Certified Supervisor counts children and then checks roll - take action if necessary.

** Consult Emergency Action Guide when appropriate**

Documentation:

Incident and Response Management System

Invacuation

A lock in or in-vacuation will occur when conditions outside the kindergarten building are deemed to be unsafe by staff members.

A lock in or in-vacuation will be signalled by short blast of the whistle with staff member directing children inside.

** Consult Emergency Action Guide when appropriate**

General Actions:

1. Bell rung/sounded by a staff member - and pointing in direction of safety.
2. Staff member rostered on inside to collect roll book, visitor book and phone.
3. Staff will direct children to the safest position inside the building (store room).
4. Staff to lock all exterior doors and windows so that access from outside is not possible.
5. Where possible, reduce the visibility of children and adults in building, from outside view. (ie close curtains)
6. Certified Supervisor to count children and check roll - take action if necessary.
7. Staff member or responsible adult to contact emergency services and all other relevant agencies including the school.
8. Remain until safe.

Documentation:

Incident and Response Management System

Emergency Contact Numbers

Local Fire:	000 or 112 (from mobile)
Local Police:	8635 2255 or 131444
PB Area School:	8635 2105
AGL:	131 366
SA water:	1300 883 121
Hospital:	8635 2200
Poison Information Centre:	131 126

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Signed: _____

Chairperson - Governing Council

Director - Port Broughton Kindergarten