



Emergency Procedure

Signed: A Tyler

Director

National Quality Standard 2.3

Regulation 168 (2) (e), 97

Signed: G D'Agostino

Chairperson

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Building and Off-site Evacuation Procedure

- WHEN YOU HEAR THE WHISTLE BLOWING - LEAVE THE BUILDING

1. The inside educator will blow two short blasts on the whistle both inside and outside. The whistles are hanging by all exit doors and have a back-gate key attached.
2. All persons (children/staff/visitors) are to gather in the sandpit.
3. Inside educator to check all areas inside – Storeroom, 2 offices, main area and all toilets. Collect the phone, sign-in information, medication, the white folder from kitchen drawer and the first aid kit from the shelf above bench in the wet area.
4. Outside educator to check all outside areas
5. Educator with phone to ring emergency services (000) and specify emergency.
6. Second educator will call roll immediately, all other educators keep children calm and do not alarm them.
7. If it is necessary to evacuate grounds (off site evacuation), leave via the double gates on Worby St. and proceed to the corner of Worby and Hurst Streets. Listen for verbal instructions.

Shelter in place and Lockdown Procedure

1. Ring cow bells for children to come inside. (located on door frame by back door)
2. Children to be directed by the teacher stationed at the door to the safest area –
Shelter in Place – all children directed to stay indoors.
Lockdown Assembly Point all children directed to storeroom.
3. The inside educator to ensure all offices are clear, collect phone, call roll.
4. Second educator to call Emergency Services 000.
5. All other educators keep children calm and do not alarm them.

If the situation escalates the Emergency Response Group control all movements of children, staff and visitors.

After the Event:

1. Contact the Regional Education Director to update situation as required.
2. Notify parents of what has occurred when they arrive at the centre to collect their child.
3. Indicate the possible reactions the children may encounter and provide children and parent/s with counselling.
4. Report on WHERE AND WHEN professional counselling will occur if required.
5. Give parents information where they can access support:
Child & Adolescent Mental Health Service (CAMHS) Free call 1800 819 089
Kids Helpline 1800 551 800
6. Complete IRMS Report within 24 hours

Emergency Practice

To ensure the safety of all children, staff and visitors a physical practice is undertaken each term. A building evacuation and a lockdown scenario are mandatory under the Department for Education Emergency Management Policy and Procedure once per year.

A desktop activity is undertaken each term to develop familiarity and competence when executing an emergency response.