Klemzig Kindergarten Emergency Procedures

Evacuation of building

Emergency Procedures are placed prominently in each area of the Preschool. Staff are required to become familiar with the Emergency Procedures on induction. Staff will hold emergency evacuation drills every term to ensure staff are fully aware of their responsibilities and the procedures. In all cases of disaster, the first responsibility of staff is the children in their care.

STEP 1

warning signal – 1 long blast of the air horn repeated inside and outside (located at the main entrance of the building) to be **sounded by person discovering emergency.**

STEP 2

Inside Staff:

- search and evacuate all children from inside areas to **entrance gates near Hender Avenue**. Collect the first aid kit, health plans and medications, sign in sheets, visitor's and contractor's sign in folders, occasional care folder, phone and the set of keys from behind the children's toilet door.

outside teacher

- gather children outside to assemble at muster point **(entrance gates near Hender Avenue)**
- teacher to remain with children

STEP 3

at muster point

- check roll and sign in sheets to ensure all children, staff and visitors are evacuated and accounted for.
- contact appropriate emergency service **(emergency vehicle access from The Parkway).**

If safe to access

- initiate search if necessary, closing doors as each room is cleared.
- turn off gas - meter on Parkway fence
- unlock Parkway gates

STEP 4

Further evacuation required?

- Staff may make the decision to move children/adults to the Shutter Reserve for further safety if deemed necessary to do so.

STEP 5

- When emergency services arrive the nominated supervisor will inform the officer in charge of the nature and location of the emergency, and of any missing children or adults.
- No one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.

Persons at kindergarten alone

- be aware of entry and exit points, fire extinguishers
- evacuate and contact emergency service
- notify Director or other staff member

Invacuation

In the case of an external threat (eg. threatening person, swarm of bees/wasps, unsecured building materials or branches, nearby chemical spill/fumes or power lines down) staff **Invacuate** to the large carpet space, or storage room at staff discretion, using the following steps:

Step 1

Warning Signal - Two (2) blows on whistle by person recognising emergency, repeated inside and outside.

Step 2

Inside teacher

- collect the phone and assemble children and adults on the mat near the storeroom. Remain with children.
- if deemed necessary, usher children, and adults into inside the storeroom
- call 000 ASAP or call 131 444
- Turn air conditioner off (fumes)

Outside teacher

- Gather children outside and move them to the large carpet space inside, checking the shed and whole outdoor area. Collect the set of keys from behind the children's toilet door.
- Close/lock windows, doors – including children's bathroom door.
- Check all internal rooms
- Collect roll, occasional care folder, visitors and contractor's books.

STEP 3

at muster point

- check roll and sign in sheets to ensure all children, staff and visitors are invacuated and accounted for.
- contact appropriate emergency service **(emergency vehicle access from The Parkway).**

If safe to access

- initiate search if necessary.

Emergency numbers

police, fire, ambulance 000
fire 8223 3000
police 131 444 patrol attendance
8207 6000 Holden Hill
State Emergency Service 8463 4171
8207 5000 or 8204 2999 ah
040883584 Enfield
emergency vehicle access from The Parkway
Klemzig Schools, Hay Street, Klemzig ph: 8261 1944
Education Director, Paul Newman: 8416 7341