

Invacuation Procedure

Smithfield Plains Kindergarten

- A whistle sounds.
- The staff member will call out invacuation.
- All children move directly to the front mat area.

Inside Staff:

- Check all rooms.
- Usher children to indoor assembly point (indoor mat area).

Outside Staff:

- Usher children to indoor assembly point (indoor mat area).
- Check all 'hidden' areas (in boat, near gardening area, behind sheds).
- Once inside gather children together at assembly point and sit.

Director/Responsible Person:

- Lock ALL doors after staff and children are indoors.
- Locate children away from windows and doors when appropriate.
- Phone Emergency Services '000'
 - Phone Para Hills DfE office
 - Phone Adelaide DfE Office (if appropriate)
- Once all staff/children are inside, call roll OR nominate an educator to call the roll if still on the phone.

Evacuation Procedure

Smithfield Plains Kindergarten

- A whistle sounds.
- The staff member will call out evacuation.
- All children move directly to the assembly point (double gates near car park).

Outside Staff:

- Usher children to assembly point. Move calmly.
- Check all 'hidden' areas (in boat, near gardening area, behind sheds).
- Once at assembly point gather children together and sit.

Inside Staff:

- Usher children outside and to assembly point. Move calmly.
- Check all 'hidden' areas (front entrance, book nook, toilets).

Director/Responsible Person:

- Gather mobile phone, roll, children's medical kits.
- Follow last staff member out of the building.
- Phone Emergency Services '000'
 - Phone Para Hills DfE office
 - Phone Adelaide DfE Office (if appropriate)
- Once all staff/children are evacuated, call roll OR nominate an educator to call the roll if still on the phone.