

## **EMERGENCY EVACUATION**

Staff: Discovers emergency and sounds alarm - Air Horn  
Directs other staff

Children: Stop  
Look for a teacher  
Listen and move to the area as directed

Staff Phones emergency services, gathers roll book,  
diary, bags, phone, and car keys  
Direct children to muster point

Staff Turn off gas/electricity (where appropriate)  
Direct children to muster point

Roll call when all children/staff/visitors are at the muster point.  
Decision to be made as to whether to evacuate further

Muster points: Outside - gate at the park entrance  
Inside - mat