



STREAKY BAY CHILDREN'S CENTRE INVACUATION/EVACUATION EMERGENCY PROCEDURE

Emergency procedure to be enacted when a threat to safety occurs such as fire, flood, chemical leak, pandemics, storms, violent intruder etc. Staff member who sights the threat will blow continuous whistle blasts. Whistles are located on the hook near all exit doors and on hook in front and back shed.

Educator who sites emergency:

- Blow continuous whistles to notify of emergency

Site Leader:

- Activate and advise staff of emergency response
- Call 000 and contact appropriate emergency services
- Collect roll book, emergency management plan
- Turn off mains power in office if applicable

Inside Educator:

- Collect roll - Kindergarten roll book located in front foyer.
 - Occasional care booking sheet on shelf in baby room/front foyer
 - Visitor sign in book
- Collect phone from the office or occasional care room
- Collect first aid kit on fridge in kitchen and fire tub if necessary located in Occasional Care bathroom area.
- Gather children to assembly point – front or back lawn or suitable inside space.
- Check rooms and toilets to ensure every person is evacuated.

Outside Educator:

- Gather children and go to assembly point.
- Check yard area to ensure every person is accounted for

For inside threat:

- **Evacuate.** Assemble outside on front lawn if in front yard, or back lawn near tank if in back yard.
- Once all gathered move to CFS shed meeting room if necessary.
- Door combination **C61234**.

For outside threat:

- **Invacuate.** Assemble inside through nearest doorway and meet in most suitable area. Lock doors in buildings.
- Practice plan every term.