

Emergency Plan

Person who notices emergency will immediately alert all staff.

1. Director to determine evacuation plan (front gate, double side gate). Sound warning signal (whistle by front/back/office doors). Phone emergency services.
2. Teacher to collect roll book and children, take them to determined evacuation point; check roll.
3. ECW to collect First Aid Box, check all play areas and ensure no children are left behind.
4. Decision taken to move to Pine Street (opposite centre) if necessary.