



Waikerie Children's Centre  
16 Marks Tce  
Waikerie SA 5330  
Ph: 8541 2692 Fax: 8541 3126

## Emergency procedures & plans

All children, parents and staff need to know what action should be taken in the event of an emergency at the centre.

**Evacuation** (CODE RED ALERT signal) and **Invacuation** (CODE BLACK ALERTI) Procedure Plans are **located on the wall/window next to the entrance doors** to every room in the Centre and staff must familiarise themselves with the steps to be taken. The occupant warning system will be used to trigger a verbal alarm. These are practiced regularly.

### Toxic Emissions

- When alerted, check the source of the disaster
- Invacuation Procedure if needed. Activate Occupant Warning System
- Evacuate well away from the disaster (not downwind).
- Call the police: ( Telephone Number 000 )
- Await instructions of the officer in charge
- Notify DFE: (Telephone Number: 85952305)

### Bomb Threat

- Call the police (Telephone Number 000)
- Evacuate to open area. Activate Occupant Warning System
- Wait for instruction from police
- Notify DFE: (Telephone Number: 85952305)

### Flood

- At first warning tune to your radio or television.
- Be aware of previous flood heights.
- Activate Occupant Warning System
- If sufficient warning, send children home, provided it is safe and transport is available.
- Decide if centre will be open next day.
- Organise "buddy" system for children stranded by flood for accommodation during emergency.
- Activate pre-arranged plan for release of staff with homes or property in the flood prone areas.
- Arrange for removal of all floatable articles from centre grounds.
- Arrange for removal or stacking of desks, cupboards, audio visual equipment to a safe area, if possible.
- Arrange manning of phones to advise affected parents and for answering enquiries.

- Remain tuned to your radio or television until the flood threat has passed and follow any emergency instructions.
- Notify DFE: (Telephone Number: 85952305)

#### Siege / Hostage

- Confirm available facts by personal observation or by a second information source.
- Activate Occupant Warning System
- Contact police ( Telephone Number 000 )
- Evacuate – partially or totally.
- Assemble personnel with a direct knowledge of:
  - Events
  - Interior layout/topography
  - The hostage (s) or
  - The assailant(s)
  - Co-operate and assist police as necessary.

#### Storm/Cyclone/Strong Wind

- At first warnings tune to your radio or television. Activate Occupant Warning System
- Ensure everybody remains indoors.
- Secure doors, board or tape windows, store loose articles inside.
- Remain tuned to your radio or television until the cyclone has passed and follow any emergency instructions.
- Do not allow anybody to venture outside unless the area is free from debris and fallen power lines.
- Notify DFE: (Telephone Number: 85952305)
- If dangerous weather conditions arise with little warning, children must be kept at the centre and all possible measures taken for their safety.

#### Fire

- Check the source of the fire. Activate Occupant Warning System
- Evacuate partially or totally.
- Try to put out the fire, but only if it can be done safely. Do not endanger life.
- Call the fire brigade (Telephone Number 000)
- Await the instructions of the officer in charge.
- Keep everybody away from the fire, unless they are on the fire fighting team.
- Notify DFE: (Telephone Number: 85952305)

#### Earthquake

##### IF Indoors

- Activate Occupant Warning System
- Get everybody under desks and tables or a door frame.
- Ensure nobody leaves the building.

##### When tremor has subsided:

- Evacuate everybody clear of buildings, trees and power lines.



Waikerie Children's Centre  
16 Marks Tce  
Waikerie SA 5330  
Ph: 8541 2692      Fax: 8541 3126

- **Tune into radio and follow any emergency instructions.**
- **Ensure building is safe before allowing children to re-enter.( evacuation plan)**

#### **IF Outdoors**

- **Move everybody away from buildings, trees and power lines. Activate Occupant Warning System**

#### **When tremor has subsided:**

- **Tune into radio and follow any emergency instructions.**
  - **Ensure building is safe before allowing children to re-enter.**
  - **Notify the education department: (Telephone Number: 85952305)**
-