

EVACUATION AND INVACUATION POLICY

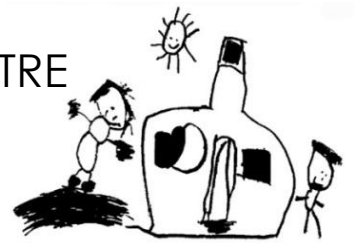
Links to the National Quality Standard

- 1.1.3, All aspects of the program and routines, are organised in ways that ensure each child's involvement and engagement in learning is maximised.
- 2.1.2, Effective illness and injury management and hygiene practices are consistently promoted, embedded and implemented in every day program.
- 2.2.2, Plans to effectively manage incidents and emergencies are developed and reviewed in consultation with relevant authorities. Strategies are regularly practised and effectively implemented.
- 7.1.2, Systems are in place to manage and ensure effective management and operation of a quality service and contributes to continuous service improvement.

Policy Revised: October 2018

Approved by Governing Council: 30/10/18

Due for Review:



Evacuation and Invacuation Policy

Children and educators practice Evacuation and Invacuation on a termly basis so that we are prepared for any emergency such as fire, flood, snakes, strangers or any other threat.

We are considered a safe place for any impending fire threatening Yorketown.

Evacuation

- 5 second continuous whistle will be blown to alert educators and children
- Educators and children move to the back gate
- Preschool, rural care and visitor rolls are checked
- Ring 000 if required
- Director or nominated supervisor will contact families if necessary

Invacuation

- 5 short whistles will be blown to alert children and educators to come indoors
- Preschool, rural care and visitor rolls are checked
- Ring 000 if required
- Secure windows and doors if necessary
- Stay in lock down mode until given the all clear
- Director or nominated supervisor will contact families if necessary

Contact Numbers

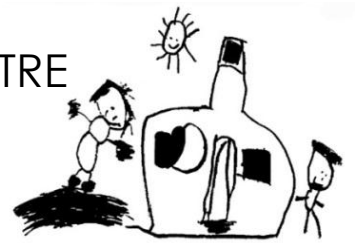
Fire/Ambulance: 000
Police: Yorketown: 88521100
Edithburgh: 88526024
DECD: 88212555

In the event of a medical emergency

- Check any remaining hazards
- Remove person from danger if safe to do so
- Send a runner for help
- Apply First Aid
- Ring 000

Poison Information: 131126

Complete incident report within 24 hours of emergency.



In the event of fire

- Remove children and educators from the immediate danger.
Children 0-18 months to be evacuated by placing in the emergency cot and wheeling them to the evacuation area.
- If it is only a small fire use extinguisher.
- Blow whistle to alert educators and children. Educators check all areas of building, pick up first aid kit, evacuation bag, individual children's medication, roll books and visitors sign in information.
- Contact 000 from a safe distance