



## Lucy Morice Kindergarten

...Learning Together in Friendship

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## Emergency Evacuation Policy

In the event of an emergency:

- Director or teacher blow whistle repeatedly whilst proceeding to a suitable/safe location. Whistles are located: by front double doors of kindergarten or on door of shed under verandah and at rear door of Occasional Care room
- Children are to follow the staff member blowing the whistle
- Early Childhood Worker directs children to the Director/Teacher whilst collecting roll book, medication basket and mobile phone while checking that the building is evacuated. All doors to be closed and lights turned off after each room is checked
- The Occasional Care educator ensures the roll book and emergency enrolment details book are located in a basket for their immediate access in the nominated indoor play or outdoor play areas.
- Outside educator to collect first aid kit, phone, Sussex Street side gate key and West Pallant double gate key from shed.
- Outside staff direct children to the emergency evacuation point
- Contact emergency services if required
- All staff then ensure that all children, staff and visitors are accounted for e.g. roll call including occasional care

### Occasional Care

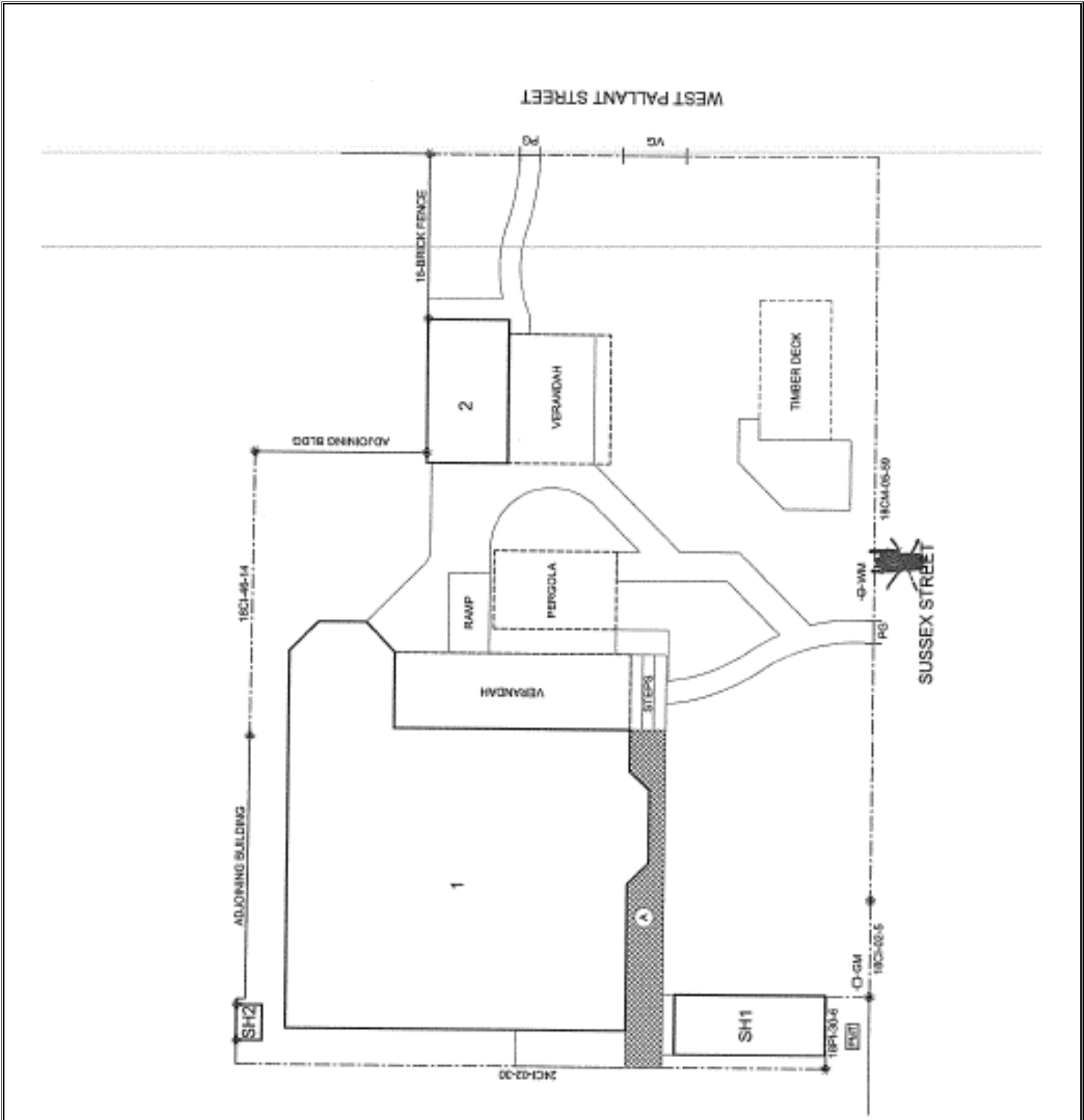
- If emergency is located in Occasional Care room, educator is to blow whistle and evacuate the children via the safest route. Educator is to collect the attendance and emergency contact book on the way out
- Kindergarten staff will evacuate kindergarten room as per emergency evacuation procedure

### Indoor emergency (evacuation)

- Blow whistle as per procedure.
- Ensure building is evacuated checking rooms, toilets, office, behind doors etc and close doors and turning off lights after checking
- Contact emergency services if necessary
- All children and staff to assemble at the front gate (West Pallant St) and proceed to Stanley St if necessary
- Contact families if necessary

### Outdoor emergency (invacuation)

- blow whistle as per procedure.
- contact emergency services if necessary
- outside educator is to check yard is clear
- gather in the carpeted room
- the last Educator inside to lock/ bolt all external doors and close sliding doors if necessary
- close blinds and remain low and wait until further direction from emergency services.
- contact families if necessary



**Policy Created:**

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**Director: Lisa Ringwood**

**Authorised on behalf of Governing Council: Laura Hartley**