

# EMERGENCY EVACUATION PROCEDURE



## STEP 1

STAY CALM - Whoever finds the fire/emergency is to blow the whistle through the whole centre to ensure all rooms can put the evacuation procedure into practice.

(North and South Only - Notify the main office and the adjoining centre of the evacuation).

*CBD - Director to ring emergency services on 000*

*North, South, iC - Director to ring emergency services on 0 000 and security on ext 4900*

## STEP 2

Educator to refer to Evacuation Map in room and decide on the nearest and safest exit to the assembly area.

## STEP 3

Commence the Evacuation of all children and staff to the designated assembly area.

## 2 – 5 Years

Staff Member	Actions Required
No 1	Collect the roll, sign in sheets and emergency back pack.
No 2	Collect the rope hanging near the emergency procedure and start gathering children
No 3	To be the last person out of the room and doing a final room check (including toilets)
Educators	Assist by assembling children to a loop on the rope and conducting ahead count

## 0 - 2 Years

Staff Member	Actions Required
No 1	Collect the roll and sign in sheets
No 2 & No 3	Get the Emergency Cots and the Emergency Back Pack and start gathering children
No 4	To be the last person out of the room and doing a final room check (including toilets)
Educators	Assist by placing any non-mobile children into the cots and holding the hands of mobile children to assist them safely to assembly area
Cook & Admin Staff	Obtain the Visitor Sign in Book and assist the 0-2 years

## Director (Nominated Supervisor / Responsible Person)

Obtain the following:-

- Attendance sheets for educators
- Contact details for children
- Centre Mobile
- Medical plans and medication

Check the staff room, toilets whilst calling out “anyone in here” and place the sign on the door notifying people not to enter due to emergency (drill or actual) and then assist the 0-2years.