

EMERGENCY INVACUATION PLAN

Definition: Invacuation procedure involves an emergency where people are moved inside and locked in rather than assembled outside.

Signal: A long continuous whistle.

Procedure

Administration:

- Depending on emergency situation contact appropriate services.
 - Emergency services **000**.
 - City of Marion Council Community Services – snake/pest **8375 6600**
 - European Wasp hotline - nest/cluster call **1800 150 080**
- To contact **school 8293 4343 or if using Centre phones dial 136**.
- Put invacuation sign on front door and on staff entry/exit door on the community side of the building.
- Lock front door and entry/exit door on the community side of building.
- Take mobile phone and backpack from the Director's office, move to secure space, lock door.

Director/Assistant Director:

- Sweep one side of the building and delegate another person to do the other. If the Director/Assistant Director is not on-site, this role falls to the senior most person (to be delegated amongst Team Leaders). Before 8am and after 5pm, staff will sweep only the childcare area and focus on securing children inside the building.
- Return to office, lock door and remain contactable.
- Text all community side to inform a lock down is in progress and not to return to the site until all clear is given.
- Once site safe, notify community side and childcare side that the site is now safe.

CDC/FSC:

- To check consult rooms and group rooms before 8am and after 5pm. Inform any people inside that an invacuation is in process and they must lock doors.
- To go to secure space, lock door.

Child care/Pre-School Staff:

- Bring all children inside:
 - River children to the large group room.
 - Nest and Reeds children to closest secure room.
- Assemble children and do roll call:
 - Nest and Reeds educators to do roll call and then call other room using portable phones to complete roll call. If iPad is not accessible, use meal intake sheet to complete rollcall.
 - River to do roll call of Preschool children using sign in sheet and use curriculum iPad to complete rollcall.
- Senior staff member to lock doors, windows, collect roll and take portable room phones.
- Second staff member to collect emergency back pack, allergy buddies, to include water, cups, first aid kit, etc.
- Cook to turn off air con/heating or in her absence the Reeds room to do this.
- Turn off all appliances i.e. machinery, ovens.
- Await further instruction which will come via a messenger (adult).

All on-site personnel, parents and visitors:

- If outside, go to nearest secured indoor area.
- If inside, remain in your indoor space, lock door if possible and await further instructions, consult the nearest staff member.

