

## EMERGENCY EVACUATION PROCEDURE (ON-SITE)

**Definition:** Evacuation procedure involves an emergency where people are moved outside to a safe space while remaining onsite. This can be a precaution before moving to an offsite evacuation.



**Signal:** Two short, intermittent blasts from the airhorn.

### Evacuation points

**Childcare/Preschool:** Outdoor yard of each space      **Community side:** Butterfly garden  
**Back up location for Childcare/Preschool:** Butterfly Garden

**UPON DISCOVERING NEED FOR EMERGENCY EVACUATION, DIRECTOR ON SITE TO BE INTERRUPTED AND NOTIFIED IMMEDIATELY. IN ABSENCE OF LEADERSHIP, SENIOR EDUCATOR TO BE INFORMED.**

**In the event of a fire emergency, immediately sound air horn intermittently in all rooms including administration foyer. Warden trained staff to assess fire risk and combat small fires using fire extinguishers while all other people on site evacuate**

**Where the emergency is not fire related** and time permits, Director to consult with other leaders on site to implement evacuation procedure.

### Procedure

- One leader to be delegated to sweep the community side of the building and sound air horn in community hallway.
  - Inform admin of emergency type
  - Take mobile phone (personal belongings is easily accessible)
  - Once sweep is complete, evacuate the building to evacuation point (outdoor yard area of each room)
- One leader to sweep childcare areas and direct staff/visitors to evacuation point
  - Take Directors emergency backpack. Emergency contact folder and mobile phone (personal belongings if easily accessible)
  - Put on high vis vest
  - Once sweep is complete, evacuate the building to evacuation point
  - Enact EMP procedures – located in Director emergency backpack

**Administration staff** to use mobile to contact emergency services **000** and school **8293 4343**

- Lock and place evacuation signs on the front door and eastern entry door
- Lock the rill and admin drawer – **if fire emergency, leave TILL**
- Take the visitors log, staff sign-in, emergency backpack, admin emergency lanyard and personal belongings, if accessible including medication. If time permits, unlock and take front desk iPad.
- Evacuate building to evacuation point, take visitor/staff attendance and report to warden

**Senior staff member** in each room to take the iPads, any other attendance records (visits/transitions), allergy buddies, Emergency backpack, Emergency lanyard and staff medications.

- Delegate roles to education and care staff including collecting visitor/staff log and adding evacuation signs to entry doors
- Advise visitors in their space to evacuate to evacuation point
- Sweep withdrawal spaces and change rooms
- Support children, visitors and educators to evacuate to the evacuation point
- Take attendance of children and report to warden



- Delegate staff member to be posted at front of site to flag down emergency response vehicles and deter anyone from entering the site.

**Educators** to follow direction of senior staff and support children to move to evacuation point

**Chef** to turn off oven and air-conditioners at isolator switches and support childcare rooms to be evacuated to the evacuation point.

- Take Asthma kit and emergency epi-pen kit located on the first aid kit

**Community Development coordinator** as a member to leadership to support evacuation of all facilitators and group participants to evacuate the building to the butterfly garden located at the front of the centre

- Take emergency lanyard from the eastern entry door and mobile phone
- Evacuate building to the evacuation point and report to the warden

**Facilitators** to support group participants to evacuate the building to butterfly garden

- Take the emergency lanyard when evacuating through the group room
- Evacuate the building to the evacuation point and report to the warden

**All site staff with children present to stay with their child and arrange for their child's collection.**