Evacuation Procedure 2013

In the event an evacuation is necessary, or an issue of an evacuation order:

- Four whistle blasts followed at a short interval by another four whistle blasts, will signal the immediate evacuation of the preschool.

- Whole preschool is to proceed to the open grassed area of the back school playground. In the event that the back area is inaccessible for any reason, the alternate assembly area will be the main school sign, next to the perimeter fence at the front pedestrian gate.

- Classes under the direction of the teacher, will move orderly from the classroom or playground, by the nearest available exit, moving to the designated assembly area.

- Key to outside side gate is kept on a hook at the rear door of each classroom, along with the first aid kit.

- SLSO’s to collect daily sign-on sheet, emergency contact folder, phone and first aid kit.

- SLSO’s to check toilet areas, ensure windows are closed and lock doors.

- **SLSO right side** to turn off electricity (meter board in the hallway – switch 3) and gas to both classroom heaters.

- **SLSO left side** to contact emergency services, and then inform Emergency Coordinator (Principal – Eleanor Thompson school phone ext 201) and Emergency Liaison (SAM – Mrs Smith school phone ext 200) If phoning by mobile please call 42742024) as to the nature of emergency and if emergency services have been contacted.
After evacuation

- Check sign-on sheets
- Report any absences to principal
- Keep children as calm and orderly as possible
- Under no circumstances are pupils or staff allowed to return to the building until the all clear has been given.