



Clyde Street Kindergarten Inc. EMERGENCY EVACUATION PROCEDURE

Aim: To evacuate all children from immediate danger to a safe location.

Procedure:

PRIMARY ASSEMBLY AREA	UNDER THE TREE ON GRASSED AREA IN FRONT OF THE TENNIS COURTS NEAR SPAN
SECONDARY ASSEMBLY AREA	KINDERGARTEN FRONT YARD AREA

- DIRECTOR** - to evacuate all children through nearest exit
- TEACHER & CO EDUCATORS**
- to check bathroom, playroom, storeroom, office and kitchen for children
 - pick up attendance register, enrolment books, kinder mobile phone, staff member mobile phone & evacuation backpack
 - close doors when leaving
 - check register to ensure all children are present and safe
 - assemble in evacuation assembly area
- VISITORS & PARENT HELPERS**
- assist staff in checking that all children are present and safe
 - assist staff in taking children to the evacuation assembly area via the specified exit doors as directed by staff
(exit door 2 or 3)

***DURING FIRE EVACUATION, KEEP AS LOW AS POSSIBLE
AS CLEAN AIR IS AT FLOOR LEVEL***

LOCATION OF FIRE EXTINGUISHERS:

Kitchen - dry chemical

Foyer - water hose and dry chemical

Metropolitan Fire Brigade: Dial 000

If we need to evacuate the children from the kindergarten due to a major disaster, we would follow the instructions given by the police / fire brigade or council. Staff would then contact the appropriate authorities regarding collecting their children from designated areas.