EMERGENCY POLICY

EVACUATION:

1. Three Blasts of the Whistle – sounded by staff member pointing to direction of safety. Whistles located by kitchen passage, in First Aid box in shed, in bottom note pocket on veranda.

2. Direct Children to the Staff Member Blowing the Whistle

3. Certified Supervisor Check Building, Collect Roll Book, Phone & First Aid Kit – Indoor staff to also check indoor area is evacuated.

4. Ensure All Persons are accounted for and Proceed to Linde Reserve

5. Call 000 or 112 (mobile) and wait for Clearance to Re-enter the Building

LOCK IN (INVACUATION):

1. Three Blasts of the Whistle - sounded by staff member pointing to direction of safety. Whistles located by kitchen passage, in First Aid box in shed, in bottom note pocket on veranda.

2. Direct Children All Children To the End Room

3. Certified Supervisor Collect Roll Book, Phone & First Aid Kit

4. Lock All Doors, Close Folding Door, Close Blinds and Remain Low

5. Call 000.
 Do Not Leave Room or Send Messages Until Clearance is given

EMERGENCY CONTACT NUMBERS

Emergency: 000 or 112 (from mobile)
Police Assistance: 131 444
SES: 133 677
ETSA: 131 366
SA Water: 8207 1300
Poison Information centre: 131 126
Below are related documents for further information:-
http://www.crisis.sa.edu.au/pages/EM05/flowcharts/

REVIEWED: TERM 1 2015
DATE FOR NEXT REVIEW: TERM 1 2016
AUTHORISED ON BEHALF OF GOVERNING COUNCIL: K Wiseman, Director