Risdon Park South Kindergarten
Emergency Procedures

EMERGENCY EVACUATION PROCEDURE

WHEN YOU HEAR THE WHISTLE BLOWING, LEAVE THE BUILDING

1. The inside person will blow two short blasts on the whistle both inside and outside. The whistles are hanging by all exit doors and have a back gate key attached.
2. All persons are to gather in the sandpit.
3. Inside staff to check all areas inside – Storeroom, 2 offices, main area, and all toilets.
   Collect the phone and white folder from the kitchen bench and first aid kit from hook above bench in wet area.
4. Outside person to check all outside areas
5. Staff with phone to ring emergency services (OOO), and specify emergency.
6. Other Staff person will call roll immediately.
7. If it is necessary to evacuate grounds, leave via the double gates to Worby Street. (key is with whistle)

This is practiced every 3 months.

SHELTER IN PLACE PROCEDURE (everyone inside)

Initial Response:
1. Ring bells for children to come inside
2. Children to be directed by the Teacher stationed at the door to the safest area – Near the lockers by the storeroom or the mat area depending on the circumstances.
3. The Teacher to call the Roll
4. The other teacher to call Emergency Services 000
5. Keep children calm and do not alarm them.

After the Event:
1. Contact Regional Director
2. Notify parents of what has occurred as soon as possible, after event or when they arrive at the Centre to collect their child.
3. Indicate the possible reactions the child may encounter and provide children and parent/s with counseling.
4. Report on WHERE AND WHEN professional counseling will occur if required.
5. Give parents information where they can access support:
   Child & Adolescent Mental Health Service (CAMHS) Freecall 1800819089
   Kids Helpline 1800 551 800
6. Complete IRMS Report

Accepted by Governing Council 18th March 2013

Signed: [Signature]  [Signature]
Governing Council Chairperson  Preschool Director

Review Dates:
March 2014  Governing Council Chairperson: [Signature]  Date:  / /2013  Director: [Signature]
March 2015  Governing Council Chairperson: [Signature]  Date:  / /2014  Director: [Signature]
March 2016  Governing Council Chairperson: [Signature]  Date:  / /2015  Director: [Signature]
March 2017  Governing Council Chairperson: [Signature]  Date:  / /2016  Director: [Signature]