



Valley View Kindergarten

EMERGENCY EVACUATION / INVACUATION PROCEDURE

Issue : 9
Date : 07/2020
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**WHEN YOU HEAR THE WHISTLE BLOWING,
GO TO THE WHISTLE !**

1. PERSON DISCOVERING HAZARD : Blow whistle in loud bursts - whistles hang near each exit and in the shed. Other staff to direct children to the person with the whistle.
2. Staff member who identified the hazard continue to blow the whistle and assemble the children in a safe place, near an exit.
3. STAFF MEMBER 2 : Collect phone, 'Enrolments - Copy File - Emergencies Folder', Asthma kit, Epipens, daily attendance sheet and keys
4. ECW : Search and evacuate the building remembering
 - ❖ Speech and language room
 - ❖ Play areas
 - ❖ Kitchen
 - ❖ Toilets
 - ❖ Office
 - ❖ Storeroom
 - ❖ Sheds
5. Staff member to ring Emergency Services (000 - Fire, Police, Ambulance)
6. Call roll and count all children, visitors and volunteers
7. Exit premises, if necessary, and assemble in the park next to the kindergarten
8. Staff member to move to the front of the building to direct fire brigade / police and stop people from entering the building until it is declared safe

