

# EMERGENCY EVACUATION PROCEDURE

**FIRE WARDEN:** Julie Lofts  
**2IC:** Betty Lam

When we hear the alert siren '**BEEP BEEP BEEP**' we begin our evacuation procedures. A sign is placed at the entry doors of the building stating '**DO NOT ENTER. FIRE EVACUATION IN PROGRESS**' and the door is locked. This includes staff, parents and visitors and prevents complications with monitoring who is in the building and reporting numbers to the **FIRE FIGHTERS**.

Each room has their own evacuation procedures due to different layouts and exits. We always use the safest, nearest exit. Each room has a red key chain with whistle and a gate key which is to be worn by a staff member when evacuating. The **FIRE WARDENS** are to wear the correct red cap so they are easily identified.

There are 5 main areas: Babies, Toddlers, Pre-school, Office and Kitchen. Each team member has their own role titled area warden 1, 2 & 3. Extra staff in the Centre i.e. support workers, added staff to fit ratios, students or volunteers assist in the room they're in with getting prepared and assisting the children outside. Office & kitchen staff go immediately to the babies room to assist. The babies are all put into a special fire trolley designed for evacuations, covered with a woollen blanket and are wheeled outside.

## MUSTER POINTS

Joeys & Geckos	Outside the babies playground, near the gate.
Possums	Inside the babies playground, near the gate
Koalas, Wombats, Crocs & Dingoes	On grass area outside the playground

If we need to evacuate the premises we go through the gate and walk up to the Spence Pre-School and congregate along the furthest back fence. This is our **ASSEMBLY POINT**. Once all the children and staff are safe and accounted for the **FIRE WARDEN** goes to wait for the **FIRE BRIGADE** to report our status and find out information on the situation. If the alarm was triggered in 1 of our buildings, the **FIRE WARDEN** accompanies the Brigade to that area. Under no circumstances is anyone to re-enter the Centre until clearance has been given by the **FIRE BRIGADE**.

This procedure is documented to ensure full communication & cooperation with the **FIRE BRIGADE**. A copy is available on our website & also to be filed in the 'Fire, Natural Disaster & Lockdown' folder in the office for our records. Our records are used to help us evaluate how efficient and effective our procedures are and will assist us in improving our safety procedures.