

Le Fevre Kindergarten

14 Hughes St, Birkenhead, S.A.,5015

PH. (08) 84494580 Fax(08) 82423496

EMERGENCY PROCEDURE

To remove all persons from the building

When you hear the whistle blow, STOP what you are doing.

Children walk out to the front gate.

Outdoor teacher gathers children, checks all outdoor areas and directs children to the front gate near boat. Waits with the children.

Indoor teacher. Directs all children to the front gate. Checks all indoor areas. Collects the roll and attendance book from the office desk, collects mobile phone. Ensures all visitors leave the building. Meets at front gate near boat. Checks off attendance list.

Early Childhood worker – collects cordless phone, & medications exists via the back door & turns off the gas (if safe to do so). Meets the rest of the group at the front gate.

Director to notify local school on 84496417 and families if necessary.

Evacuate to school oval if necessary.

Notify Emergency Services and Education Director

0407275103 or
84167303

Emergency

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Whistles located

1 Front door

2 Back Door

3 Notice board

EMERGENCY PROCEDURE IF COMMUNITY SIREN RINGS.

All come inside, close and seal all doors and windows and remain inside until all clear siren sounds. *Parents, if this happens, do not come to collect your child. You may be contaminated. Do not phone us. We need the phones free for emergency services.*

Phone the DECD Flinders Park office on 84167303 or 0407275103

Feb16.