

Le Fevre Kindergarten  
14 Hughes St, Birkenhead, S.A., 5015  
Ph (08) 84494580  
Fax (08) 82423496

# Emergency Procedure

## To bring all persons inside the building.

- Staff calling/sending all children in for MAT TIME when it is not specified mat time indicates that all persons must come inside the building immediately.
- Outside teacher checks all areas, including sheds & bushes
- Outside teacher locks front door. Early Childhood Worker locks bathroom door and secures windows and secures back door
- Inside teacher takes children on the “mat” area.
- ECW rings Emergency numbers and contacts local school and then parents/carers if necessary. Parents not to come until all clear given.
- All remain inside until the “all clear” is given by Director.

# Emergency 000

District Director 84167303 or 0407275103  
Local School - 84496417