Emergency Procedure

To bring all persons inside the building.

- Staff calling/sending all children in for MAT TIME (even when 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 parents/carers if necessary.
- All remain inside until the “all clear” is given by Director.

Emergency 000

District Director 84167333
Local School - 84496417