

# EVACUATION PROCEDURES



Quality Area 2: Children's health and safety

## EVACUATION PROCEDURES AND HAZARD MANAGEMENT PLAN

In case of disaster everyone in the building will be warned by blowing the whistle located on the noticeboard in the Kindergarten room or on the noticeboard in the office. The person who raised the alarm should then phone 000 – ask for the appropriate department and give the address: 88 HALE ROAD, FORRESTFIELD (nearest intersection is Hale Rd and Woolworths Drive) If necessary use the fire extinguisher located on the wall in the foyer.

The person who raised the alarm should collect all the information. This should include:

- the children's enrolment records from the locked cabinet in the office
- the sign in register.
- Keys to the outside gate are on the noticeboard in Activity Area 1 (Kindy Room) with the whistle and also in the office.
- If possible, turn off the electricity at the switchboard in the Community Centre.
- The "Go Bag" from behind the Kindy store room door containing parent contact information, children's medical information and medicines and first aid kit, bottled water and mobile phone.

The person in charge should check the number of children, and leave by the door marked EXIT which must be unlocked at all times while the centre is in use. If the disaster requires that the children need to leave the grounds **COMPLETELY**, they will be walked down the path and across the bridge towards the shopping Centre. Here staff will remain with the children while parents are called to collect them. If they are unable to collect them there they may be taken to the local Forrestfield Police station next to the shopping centre to await collection or the local library next door to the Police Station, depending on the safety of the situation.

If they are staying, they will remain on the grounds at the muster point until it is safe for them to return to the building. This plan will apply to everyone on site until the police or other disaster response team can manage the situation.

Our MUSTER POINTS are inside the playground, near the gate. If we need to evacuate the premises we go through the gate and walk along the path to the oval area and congregate along the furthest back fence. This is ASSEMBLY POINT 1 where all the children and staff are safe and accounted for. This whole procedure is to be documented to give full details to the **FIRE BRIGADE**. It is also to be written up in the "Emergency evacuation" file or on the program for our records.

Our second MUSTER POINT is inside the Kindy on the communal mat. Evacuation then goes through the Kindy door with exit, into the foyer and through the emergency exit door and congregate under the bus carport which is our ASSEMBLY POINT 2.

If they are going, a possible mode of transport will be by cars if enough parents and staff are able to safely assist with this, otherwise walking with the group will be the best method. This way will ensure that the children are safely removed from the site to an official evacuation centre.

The Local Government Authority (Shire of Kalamunda) has a Local Emergency Management arrangement, some portions of which are available to view on the web site of Kalamunda Shire. They are aware of the Woodlupine Community and Family Centre bookings. Police will be advised about our centre and how many children and staff are on site on the day.

A copy of this evacuation procedure will be displayed in the foyer, Kindy room and office.

Evacuation Procedures

Policy Number: QA2-020

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Reviewed By: M. Committee

Woodlupine Family Centre 3 year old Kindy, 88 Hale Road Forrestfield WA 6058

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