



# St Andrew's Little Saints

Early Learning & Outside School Hours Care



## Emergency Evacuation Procedures – Little Saints Early Learning Centre

### 1. PURPOSE

The purpose of these procedures is to detail the steps that are required to be taken in the event of an emergency evacuation at the Little Saints Early Learning Centre.

### 2. REFERENCES

Emergency Policy

### 3. PROCEDURES

If you become aware of an emergency situation that requires a full evacuation from the building (such as a fire, gas leak or flood) sound the alarm (situated at the entrance to the main foyer reception area) or advise reception staff to sound the alarm.

Call the emergency services on 000 and calmly advise them of the location and nature of the emergency situation.

Upon hearing the emergency alarm:

#### 3.1 Assistant Educators must:

- Close all windows and doors (if possible) while children line up
- Do not panic and remain calm.
- Place any babies in the Fire Evacuation Cot
- Organise an orderly departure through the nearest EXIT door
- Follow the route shown in the Emergency Evacuation Plan to the Evacuation Assembly Area (This is normally the St Andrew's Junior Oval unless otherwise advised by your Area Warden)
- Advise Children to "walk - not run"
- Listen to Area Warden's instructions
- Remain in the Evacuation Assembly Area until advised to return to rooms.
- Complete an evaluation form and hand to Director within two hours of drill.

#### 3.2 Senior Educators must:

- Collect the roll and attendance records for your room
- Collect the evacuation bag (which includes first aid kit & gate key)
- Assist in evacuation of children
- Proceed to the Evacuation Assembly Area opening all gates along the way

- Conduct a roll call once you are at the Evacuation Assembly Area
- Advise the Chief Fire Warden (Red Hat) of the results of the roll call.
- Remain in the Evacuation Assembly Area until advised to return to rooms.
- Complete an evaluation form and hand to Director within two hours of drill.

### **3.3 Area Wardens must:**

- Collect your Yellow Hat and proceed to your area (East or West)
- Assist in the evacuation of children
- Check that all rooms in your area are vacant (including toilets and store rooms)
- Close and lock all doors behind you as you leave
- Follow behind all children to the Evacuation Assembly Area
- Close all gates as you go
- Once at the Evacuation Assembly Area, assist the Chief Fire Warden
- Remain in the Evacuation Assembly Area until advised to return to rooms.
- Complete an evaluation form and hand to Director within two hours of drill.

### **3.4 Centre Director (or delegate) must:**

- Assume the role of Chief Fire Warden – Red Hat
- Ensure that Emergency Services have been contacted
- Contact St Andrew's Anglican College reception as soon as possible
- Switch off air conditioning – if safe to do so
- Supervise the evacuation of all children and adults from the building
- Collect a mobile phone
- Lock the front door
- Proceed to the Evacuation Assembly Area
- Collect the results of each roll call
- Maintain control of the situation until the emergency services arrive
- Give the direction to return to the building once advised by the emergency services that it is safe to do so
- Conduct a post-emergency evaluation analysis and seek feedback for improvement.