

# Netherby Kindergarten

## EMERGENCY EVACUATION PROCEDURE

Warning: Bells are rung continuously by an Educator

Assembly Points:

In the event of an **Emergency Evacuation** children and educators are to assemble in the **North East Corner of the Carpark (Carpark Assembly Point)**.

Depending on the nature of the emergency, children and educators to evacuate either:

- evacuate via the front door to the Carpark Assembly Point  
*or if unsafe to do this*
- evacuate via the alternate route through the outside gates to the bush garden and paddock to the Carpark Assembly Point

### Outside Educator Responsibilities

- Educator rings bells continuously (bells located on hook attached to both double exit doors on the verandah) ensuring all areas of the outdoor learning environment are aware of the emergency.
- Educators reassure the children outdoors and instruct them to evacuate via the front door to the Carpark Assembly Point *or if unsafe to do this*, evacuate via the alternate route through the outside gates to the bush garden and paddock to the Carpark Assembly Point
- Educators to do a complete outdoor yard check ensuring no children are in low visibility areas i.e. chicken coop and the fence lines near the paddock and swings.

### Inside Educator Responsibilities

- Educators reassure all children indoors and instruct them to evacuate via the front door to the Carpark Assembly Point, or if unsafe to do that, evacuate via the outside gates to the bush garden and paddock to the Carpark Assembly Point.
- Check all inside play areas and rooms for any remaining children and close each room's door once it has been checked.
- Collect the Daily Attendance Sheet clipboard (on kitchen bench), Parent contact list is on the same clipboard.
- Collect black medication satchel (in kitchen hanging near the First Aid cupboard).
- Collect landline phone (on kitchen bench) and a personal mobile phone.
- Perform the Roll Call using the Daily Attendance Sheet.
- **CONTACT As priority phone SA Police 000**  
Security and Emergency Management Hotline on 1800 000 279  
Education Director Linda Richardson (m) 0427 083 256

*Water and Electrical Services location/s*

- *Main Switchboard: southern external wall facing paddock*
- *Distribution Board: storage area outside Adult toilets*
- *Water Meter: Near Waite Road (underneath Netherby Kindergarten signage)*