

## Netherby Kindergarten

### **LOCKDOWN EMERGENCY INVACUATION PROCEDURE**

Warning: Bells are rung 'continuously' by an Educator

Assembly Point:

If the event of a **Lockdown Emergency** children and educators are to assemble in the **Reading Nook Area** (this area is located in the middle of the kindergarten away from windows)

#### Outside Educator Responsibilities

- Educator rings bells continuously (bells located on hook attached to the double exit doors on the verandah) ensuring all areas of the outdoor learning environment are aware of the emergency.
- Educators reassure the children and instruct them to move indoors to the Reading Nook Area.
- 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.
- Educators to close blinds, both sets of double doors facing the verandah and the external toilet door.

#### Inside Educator Responsibilities

- Educator locks the front door.
- Educators reassure all children indoors and instruct them to move to the Reading Nook Area.
- Check all inside play areas and rooms for any remaining children and close each room's door once it has been checked.
- Close all open windows.
- Phone SA Police 000.
- 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 your personal mobile phone.
- Remember to instruct children to stay low and away from the windows.
- Perform the Roll Call using the Daily Attendance Sheet.
- Monitor the situation and be prepared to relocate if necessary.
- Contacts  
SA Police 000  
Security and Emergency Management Hotline on 1800 000 279  
Education Director Linda Richardson (m) 0427 083 256