

EMERGENCY EVACUATION OFFSITE

Warning: Whistle is blown continuously

Assembly Points:

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

- 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 blows whistle continuously (whistle located on hook attached to both double exit doors on the veranda)
- Direct all children to the front door
- Educators to do a complete outdoor yard check ensuring no children are in low visibility areas

Inside Educator Responsibilities

- Direct all children to front door
- 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, parent contact list, staff and visitor sign in sheet.
- Collect black medication satchel
- Collect landline phone and a personal mobile phone.
- Guide children to offsite evacuation point.
- 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)*