

EMERGENCY INVACUATION PROCEDURE / COUNTER DISASTER PLAN

In the event of a critical incident as advised by SAPOL / DECD, which may adversely affect the safety of children, staff, parents, volunteers and or visitors, a **Megaphone** will be used, clearly stating **"EVERYBODY INSIDE NOW!"** to direct people **immediately** inside. Procedure as follows:

- STEP 1.** Staff will calmly support children, parents and visitors to enter the closest entry point.
- STEP 2.** Staff will check the outdoor area to ensure all children and adults have moved inside.
- STEP 3.** Staff will lock doors and windows, close curtains where possible and bring inside the Rainbow Room door key.
- STEP 4.** Staff will count children, staff and visitors and compare number with sign in sheets.
- STEP 5.** If the count is not correct, inform Nominated Supervisor and roll call children and adults. The Nominated Supervisor will check with Emergency Services if it is safe to check outdoors.
- STEP 6.** The Nominated Supervisor will maintain ongoing consultation with Emergency Service personnel.
- STEP 7.** Staff to inform Keithcot Farm Primary School on 8289 1133 and Kings Baptist on 8289 0222.
- STEP 8.** Staff will inform the Educational Director, Ros Maio on 0417 837 103
- STEP 9.** Staff will inform relevant parents and carers of the situation.
- STEP 10.** Return to normal play based program when advised it is safe to do so by the officer in charge of Emergency Services.

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REVIEWED: November 2007, November 2008, November 2009, October 2010, October 2011, September 2012, September 2013, September 2014, July 2015, September 2015, September 2016
TO BE REVIEWED: September 2017
SOURCED: SAPOL
SA Emergency Services
Occupational Health, Safety and Welfare Act 1986 and amendments
DECD Emergency Management Plan 2015