

# Morphett Vale East Kindergarten

## Emergency Procedures

Emergency Procedures will be displayed

- Shed
- At each exit
- Next to each of the phones – office and two in the kitchen

Emergency Procedures will be rehearsed each term.

### **Fire Extinguishers**

Are located:

1. Near the staff toilet on the kitchen wall.
2. In main playroom near the main entrance.

### **Fire Blanket**

On the outside wall of the quiet room, with the keys.

### **Whistles**

Whistles are located on hook just inside the main play room entrance also in the shed.

### **Keys to Double Emergency Gates:**

Keys to the double gate are attached to each whistle.

### **ETSA Power Box**

In case of an emergency the ETSA box can be found on the exterior wall of the kindergarten building near the parent entrance gate. Keys are located in the kitchen, on the doorway to the quiet room.

### **Snakes**

The outside teacher will wear a whistle when outside and implement emergency procedure immediately if a snake is visible.

Policy Reviewed by

Director.....Kerri Willmott.....

Governing Council Chairperson.....Renee Henley.....

Date.....19/6/15.....

# Morphett Vale East Kindergarten

## Emergency Procedures

### **EMERGENCY PROCEDURE** **Evacuation and Invacuation**

1. When threat is seen blow continuous short blasts on whistle and select safest assembly point (generally the double gates).
2. **All children to go to the staff member blowing the whistle.**  
Evacuation = to the double gate  
Invacuation = inside
3. Another Staff Member(s) to
  - a) collect roll book
  - b) collect cordless phone
  - c) check building to ensure all children have gone outside
4. All persons move to whistle blower.
5. Staff person to check roll.
6. Another staff member to telephone emergency services (000) and Morphett Vale East Primary School (8382 4311).
7. Decision will be made to move/not to move to the school oval.

Reviewed June 2015