An evacuation procedure involves an emergency where children and staff are moved outside of the kindergarten fence.

Signal
The staff member identifying the emergency if emergency is at the kindergarten will notify the school front office staff immediately.

The school bell sounds - three long consistent blows. The group will then proceed to the school oval.

All staff will undertake their assigned roles and responsibilities.

Director will:
- collect roll book from sign in desk;
- collect mobile phone if safe to do so;
- turn off air-conditioners;
- close all doors and windows in the kindergarten as we exit building;
- walk with children to the school oval
- ensure all staff, students and visitors are accounted for and conduct a roll call of all students in their care;
- organise search procedures for missing persons if needed;
- ring 000 and liaise with emergency services;
- outline possible plans of action with school principal and adults present, and explain briefly to children;
- advise the regional office of the move to evacuate the kindergarten building and provide information about the emergency;
- notify Governing Council Chairperson that students have evacuated the building.

Teacher will:
- collect whistle and gate key from the hook at front door
- unlock double gates for emergency services access
- move with children and staff to the other side of the school oval
- monitor children, staff, visitors and volunteers.

This policy was ratified by Governing Council 2015 and will be reviewed in 2017 or as required