Kindergarten Invacuation Procedures

An invacuation procedure involves an emergency where children and staff are moved inside and doors are locked (if required).

Signal
The kindergarten group-time bells are rung continuously both inside and outside until all children, staff and visitors are assembled inside on the carpet.

All staff will undertake their assigned roles and responsibilities.

Director will:
- Contact the school and make them aware of the emergency
- ensure all staff, students and visitors are accounted for and will do a roll call of all students in their care;
- organise search procedures for missing persons if needed;
- contact and liaise with emergency services;
- action the Bushfire Action Plan if it is a bushfire emergency;
- turn off air-conditioners and close and seal all doors and windows in the kindergarten;
- outline possible plans of action with adults present, and explain this briefly to children;
- advise the regional office of the move to stay inside the kindergarten building and provide information about the emergency;
- notify Governing Council Chairperson that students are staying inside the kindergarten building;

Teacher will:
- action the Bushfire Action Plan if it is a bushfire emergency;
- monitor children, staff, visitors and volunteers;

Adults in the kindergarten will:
- try to maintain some normality for the children in order to keep a sense of calm for all people

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