



Emergency Management and Evacuation Policy

NQS

Quality Area 2: Children's Health and Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

National Regulations

Regs	168(2)(e)	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment

Aim

In the event that an Educator at this service identifies or is notified of an emergency situation, we aim to conduct the emergency response in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using and/or present at the service is paramount above any other consideration at the time of an emergency or evacuation situation. Any other procedures will be carried out only if it is safe to do so. A lockdown process aims to ensure the safety of all children, educators, families and other visitors to the service in the event of a threat. The service aims to minimise the risk of harm or the exposure to danger on the premises through the implementation of the lockdown procedure.



Implementation

The Nominated Supervisor is responsible for ensuring that the service has Emergency Response Procedures (See Appendix A) and that all educators and other staff members are aware of the services Emergency Management and Evacuation policy and Emergency Response procedures.

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the Service's environment. It is a risk to an individual's health and safety.

The Nominated Supervisor will ensure educators are provided with annual training on the location and how to use fire extinguishers, fire blankets and other emergency equipment.

Telephone Communications

Our main telephone is located in the Administration office with 3 handheld mobile devices utilised as required throughout the service.

In the event of the loss of electricity, the telephone system automatically diverts to the Nominated Supervisor's mobile (0404 830 671) and automatically returns once the electricity is back on.

During an incident of electricity loss, Educators will access telephone communication from the following sources:

- Nominated Supervisors work mobile
- 2IC's work mobile
- Courtesy Bus mobile
- Personal mobile



Contacting Emergency Services

- Stay calm and call zero, zero, zero (000) from a safe place
- When the call is answered you will be asked if you need police, fire or ambulance
- Provide your location: suburb, street number, street name and nearest cross street
- Speak clearly answer the questions and provide the details of the emergency situation. Stay on the line and do not hang up until the operator tells you to do so.

Emergency Communication Plan

All Educators, staff, visitors, volunteers and families are made aware of the Services Emergency Response and Evacuation procedures through:

- Display of Colour Coded Emergency Response Procedures prominently throughout the service in the following locations:
 - Next to every Fire Extinguisher



- Display of Evacuation Diagrams based on our site and prominently throughout the service in the following locations:
 - Near each exit
 - In the staff room
- The Evacuation Diagram will include:
 - an A3 size diagram including a site plan and floor plans
 - a title eg Evacuation Plan
 - the “You are here” location
 - designated exits in green
 - communication equipment and where installed in red
 - hose reels, hydrants, extinguishers in red
 - arrows indicating alternate evacuation routes
 - location of assembly area/s
 - a legend
 - date plan was compiled

Emergency Response Drills

- An emergency evacuation drill is to be conducted quarterly, with all other emergency response procedure drills conducted periodically in between.
- Melanie Richardson is the delegated emergency evacuation drill coordinator.
- Drills will be conducted on different days and at different times to allow all staff and children to become familiar with these procedures.
- Drills will be documented.

Emergency Response Preparation

In preparation, should an emergency situation arise the following are to be kept on-hand at the service:

- A current Emergency Contact List for Children and Staff Members
- A Portable Radio with batteries (located in Administration Office)
- Administration Emergency Evacuation Bag
- Room Emergency Evacuation Bags
 - The bags are equipped with items appropriate for each age group
 - The recommended contents is displayed on a tag attached to each bag

Regular reminders, via Txt, email and newsletters will be issued to families and staff that the services maintains a Register of Emergency Contact numbers and that we must have current contact information. The Register is located in a red binder above the Admin Evacuation Bag located in the family meeting room.

The evacuation is to be timed during rehearsal. Notes on any areas that need improving or revising are to be documented in the **Emergency Evacuation Record**. Educators will discuss and implement strategies to improve these areas, which will be documented in the Service’s Staff Meeting minutes and Quality Improvement Plan.



In the event of limited Educators i.e. early morning or late afternoon, staff members are to work together to perform the duties above (the roster should support one Certified Supervisor being on premises at all times to take responsibility and delegating duties). This scenario will be discussed and documented in the Service's Staff Meeting Minutes (WHS).

Management will seek training opportunities for staff to participate in emergency evacuations.

Inspecting, testing, and servicing fire extinguishers, blankets and other emergency equipment thoroughly is imperative to safety, and compliance to Australian regulations. The maintenance regime for the inspection and testing of fire extinguishers & hydrants is specified in the Australia Standard AS 1851 Maintenance of Fire Protection Systems and Equipment. All extinguishers have to be inspected at six monthly intervals and if they don't have a pressure gauge, they may need to be weighed to check they are still full. Some extinguisher types may require additional tasks to be carried out annually. Extinguishers need to be emptied, pressure tested and refilled every five years. There may be other servicing requirements at 3, 5 or 6 years. The tests and intervals are to be recorded on a label or metal tag attached to the unit.

The Nominated Supervisor is responsible for ensuring all educators, including relief educators and staff members, are responsive to our Emergency Evacuation Policy and procedure.

Important: **The notification of a serious incident to a regulatory authority (within 24 hours) is needed where emergency services attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.**

Emergency Response Procedures

This service identifies with six (6) forms of Emergency Response Procedures being:

1. Missing Child
2. Medical Emergency
3. Bomb/Arson Threat
4. Lockdown – Safe Zone. Examples include:
 - a. Unauthorised Person on Premises
 - b. Hostage/Unauthorised Collection of Children
 - c. Bushfire/Environmental hazard
 - d. Severe Storm
5. Evacuation (On-Site). Examples include:
 - a. Fire on Premises
 - b. Breach of Safe Zone
 - c. Bomb/Arson threat
6. Evacuation (Off-Site). A decision made in consultation with Emergency Services.

Sources

Education and Care Services National Regulations 2011
National Quality Standard
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011



Fact Sheet Emergency Plans – Safe Work Australia Guide to Developing an Emergency Management Plan - DEECD Victoria

Review

The policy will be reviewed annually or when there are changes to the service which may affect the EMP such as renovations or changes to the number of staff or children. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Printed: May 2020

Revision Date	Modifications
January 2015	Adoption of Centre Support Format
June 2015	To include 'Curlew Cove' on Site Plan
April 2016	To reflect the 6 Response Procedures identified for this service
May 2016	Inclusion of Room Emergency Evacuation Bags
July 2017	Delegation of emergency evacuation drill coordinator-Melanie Richardson, Amendment to location of Register of Emergency Contact numbers
November 2017	Update NQS Update of forms used in evaluating drills
March 2019	Updated to responsible supervisor
May 2020	Revised

NEXT REVIEW DATE

May 2022



APPENDIX A

Emergency Response Procedures



CONTACTING EMERGENCY SERVICES

- Stay calm and call zero, zero, zero (000) from a safe place
- When the call is answered you will be asked if you need police, fire or ambulance
- Provide your location: suburb (Macleay Island), street number (172), street name (High Central Road) and nearest cross street (Mel Street).
- Speak clearly answer the questions and provide the details of the emergency situation.
- Stay on the line and do not hang up until the operator tells you to do so.

CODE	BLUE	MISSING CHILD
CODE	GREEN	MEDICAL EMERGENCY
CODE	WHITE	BOMB/ARSON THREAT
CODE	PURPLE	LOCKDOWN
		LOCKDOWN – Unauthorised Person on Premises
		LOCKDOWN – Unauthorised Collection of Children
		LOCKDOWN – Hostage Situation
		LOCKDOWN – Bush Fire/Environmental Hazard
		LOCKDOWN – Severe Storm
CODE	YELLOW	EVACUATION (ON-SITE)
CODE	ORANGE	EVACUATION (OFF-SITE)

MISSING CHILD

MEDICAL EMERGENCY

BOMB/ARSON THREAT

LOCKDOWN

LOCKDOWN – Unauthorised Person on Premises

LOCKDOWN – Unauthorised Collection of Children

LOCKDOWN – Hostage Situation

LOCKDOWN – Bush Fire/Environmental Hazard

LOCKDOWN – Severe Storm

EVACUATION (ON-SITE)

EVACUATION (OFF-SITE)



MISSING CHILD

- Notify the Responsible Person In Charge immediately a child is suspected as missing.
- Educators are to keep children calm while enquiring if they know the whereabouts of or have seen the missing child.
- Educators are to check the Services grounds and building carefully.
- Enlist other available staff member/s to check surrounding grounds and buildings
- Call parent and report child as missing
- Call Emergency Services – 000 – Police or Local Police 3409 4722
- Enlist Parent or other available staff member/s to search by car, tracing pathways child may use to get home, or alternate routes to other familiar destinations eg close relative or friends.
- Keep the Services telephone line as free as possible.
- The Responsible Person must complete a written incident report and as soon as practicable notify the Approved Provider (0404 830 671)
- The Approved Provider **MUST** notify the Regulatory Authority, in writing, on the prescribed form, within 24 hours of the occurrence.

RECORD EVERYTHING - ALL DETAILS, ACTIONS, TELEPHONE CONVERSATIONS FOR INCLUSION IN THE REPORT

MEDICAL EMERGENCY

- Educator or other Staff member notifies the Responsible Person and First Aid Qualified Educator.
- First Aid qualified Educator will attend the child/adult utilising the known medical information, whilst the Responsible Person reviews the child/adults medical information, including any medical information disclosed on enrolment/employee form, medical management plan or medical risk minimisation. If the illness or incident involves asthma or anaphylaxis, an Educator with current approved asthma or anaphylaxis training will attend to the child/adult.
- If required, First Aid qualified educator or Responsible Person notifies and co-ordinates Medical Assistance –
 - Emergency Services – 000 – Ambulance
 - Poison – ring Poisons Centre 131 126

Complete a Serious Incident and Accident Report WHS.001

- If required, First Aid qualified educator or Responsible Person notifies parent/authorised nominee or emergency contact that child/adult requires medical attention from a medical practitioner – Complete a Serious Incident and Accident Report WHS.001
- If required, First Aid qualified educator or Responsible Person contacts parent/authorised nominee or emergency contact that child/adult requires collection from the service – Complete a Minor Accident/Incident Report WHS.001a
- In the event of a Serious Incident and Accident, the Responsible Person in charge is to notify the Approved Provider (0404 830 671) immediately and an SL01 Notification of Serious Incident **MUST** be lodged with the Regulatory Body within 24 hours.
- Any workplace injury may also require notification to Workplace, Health and Safety Regulators.



BOMB/ARSON THREAT

- **Treat as genuine**

1. If threat received by telephone
 - Keep caller talking (do NOT hang up)
 - Try to distinguish/identify any features
 - Record threat information for police
2. Contact Emergency Services 000 – Police. It may be possible for another staff member to alert Police on another phone line or by mobile phone.
3. Provide information requested including any details of the threat e.g. location of threat – room, yard (if known).
4. Follow instructions of the Responsible Person in Charge
5. Prepare to evacuate on command – Following the Evacuation (on-site) procedure.
6. Assist in threat/object search, if requested
7. If the object is found – DO NOT TOUCH – REPORT FIND – KEEP CLEAR.
8. As soon as possible, once all children and staff are safe, notify the Approved Provider (0404 830 671).

ALL BOMB/ARSON THREATS MUST BE REPORTED TO THE POLICE IMMEDIATELY

If a bomb threat call is received the recording of basic information about the caller can greatly assist the police.

The person answering the call should:

- Write down what is/was said
- Try to keep the caller talking
- If possible, ask questions as per the **checklist (see next page)**.
- Note any background noises or any other distinguishing features which might assist the Police.
- Refrain from ending the call, even when the caller may have done so
- Use another telephone/line, if possible for any other calls.



Date/Time of Call	
EXACT WORDING OF THREAT	
QUESTIONS	RESPONSES
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Who placed the bomb?	
What is your name?	
Where are you? What address?	

CHARACTERISTICS OF THE CALLER	
Sex of caller <input type="checkbox"/> Male <input type="checkbox"/> Female	Estimated Age of caller
Accent, if any	
Voice (loud, soft, etc)	
Speech (fast, slow, etc)	
Diction (clear, muffled, mumbled, etc)	
Manner (calm, emotional, angry, etc)	
Did you recognise the voice? If so, who?	

LANGUAGE USED		BACKGROUND NOISE	
<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped	<input type="checkbox"/> Music	<input type="checkbox"/> Machinery/Motor
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational	<input type="checkbox"/> Voices	<input type="checkbox"/> Static
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message was read	<input type="checkbox"/> Street Noise	<input type="checkbox"/> Children/Animals
<input type="checkbox"/> Other (Specify)		<input type="checkbox"/> Other (Specify)	



LOCKDOWN

This procedure is to be implemented as a risk reduction strategy that utilises an internal 'safe zone' in response to an external threat.

Examples of situations that would pose as an external threat are:

Unauthorised person on premises	Bushfire or Environmental Hazard
Severe Storm	Unauthorised Collection of Children
Hostage Situation	

In the event that a lock down is assessed as necessary, the person who identifies the emergency must inform all persons within the service. They may make the following announcement.

'This is a LOCKDOWN'
'This is not a fire drill'
'Everyone move to the Safe Zone and await further instruction'

The services designated Safe Zone is the Rainforest Room and outside the Staff Room at Curlew Cove. Under exceptional circumstances the Safety of the Safe Zone may be compromised, and an alternative location nominated, or an Evacuation directed.

All Educators, children and anyone else present will remain in the Safe Zone, until the "All Clear Signal" is given. The Responsible Person in charge will announce:

'The lockdown has now ended'
'You are safe to leave the Safe Zone'

After a lockdown has ended, the Responsible Person must complete a written serious incident report and as soon as practicable notify the Approved Provider (0404 830 671).

The Approved Provider MUST notify the Regulatory Authority, in writing, on the prescribed form, within 24 hours of the occurrence.



a. LOCKDOWN – UNAUTHORISED PERSON ON PREMISES

If an educator or other staff member becomes aware of an unauthorised person on the premises:

- Educators and other staff must immediately question all unknown adults and persons as to the purpose of their visit.
- Persons unable to explain a reasonable purpose as to their visit will be requested to leave immediately
- Educators will refer this person to the Responsible Person immediately.
- The Responsible Person is to escort the unauthorised persons from the premises immediately.
- A second educator or staff member is to advise all other staff of what is occurring
- If an unauthorised person refuses to leave, every attempt will be made to lead the unauthorised person away from the children's rooms to the office area or outdoors.
- The Responsible Person or Second in charge (if the Responsible Person is dealing with the unauthorised person) is to immediately contact Emergency Services – Police on 000.
- Educators are to remove children from the immediate area, and make their way to the Safe Zone – Rainforest Room and outside the Staff Room at Curlew Cove. A mobile handset or mobile phone and room rolls are to be taken with them, and all doors/windows are to be secured.
- Educators are to reassure children, conduct a roll check and engage children in activities.
- After the unauthorised person has been removed by police, or left of own volition, the Responsible Person will communicate the 'All Clear Signal'.
- All parents of children present during the incident must be advised, by Educators of the incident, as soon as possible.
- The Responsible Person must complete a written incident report and as soon as practicable notify the Approved Provider (0404 830 671)
- The Approved Provider **MUST** notify the Regulatory Authority, in writing, on the prescribed form, within 24 hours of the occurrence.

b. LOCKDOWN – Unauthorised Collection of Children

If an unauthorised person arrives to collect a child, Educators should explain:

- Our policy on 'Collection of Children'
- Our legal obligation to follow court orders
- Our duty of care to protect all children in our care

If Educators believe that the child, other children or they themselves are in danger they are to release the child to the unauthorised person and follow the **LOCKDOWN – Hostage Situation Procedure**.



c. LOCKDOWN – Hostage Situation

Educators must NOT approach a violent person under any circumstances. If a person threatens or is aggressive towards educators or children:

- Educators are to remain calm and follow the directions of this person
- Educators should remove children from the area immediately, if possible.
- One educator should notify other educators in the service of the incident immediately, if possible.
- The Responsible Person or second in charge (if the Responsible person is dealing with the person) is to contact Emergency Services – Police on 000.
- All children and educators not directly involved in the incident should move to the designated 'Safe Zone' – the Rainforest Room. A mobile handset or mobile phone and room rolls are to be taken with them and all doors/windows are to be secured.
- Educators are to reassure children, conduct a roll check and engage children in activities.
- If Emergency Services are not yet on-site, Room Educators are to assess the suitability of the Safe Zone, and were deemed necessary, evacuate to the on-site Assembly Area – As per Evacuation (On-Site) Procedure.
- If Emergency Services are on-site, evacuate immediately – As per the Evacuation (On-Site) Procedure.

d. LOCKDOWN – Bush Fire/Environmental hazard

If Educators or other staff become aware of a Bushfire or Environmental hazard in the area:

- Move all children and Educators inside the building
- Close all doors and windows
- Were smoke or other airborne contaminants become a concern, turn off air conditioning units.
- Responsible person is to ensure the 'Cove' gas cylinder is turned 'off'.
- Administrative staff to listen to radio broadcasts that may warn of imminent danger
- Responsible Person in Charge is to contact Emergency Services – Fire Brigade to discuss 'Local Emergency Management Plan'.
- Lead Educators to ensure children have plenty of drinking water available.
- Lead educators to monitor children diagnosed with asthma
- Prepare for possible evacuation by dressing children in protective long sleeved clothing and hats when possible.
- Prepare a wet face washer for each child, educator and other staff member to cover their mouth and nose.
- Responsible Person in Charge is to contact maintenance staff (0408 881 188) to hose down building, shade cloths and yards.
- Room educators to place wet towels and cloths around doors and window areas.
- Room educators to collect:
 - Children's Attendance Roll
 - Emergency Back Pack
 - Asthma Medication and Plans
- Responsible Person is to collect:
 - Staff Attendance Sheet
 - Visitors Log
 - Emergency Contact details for Children and Staff



- The Responsible Person in consultation with Emergency Services will decide if and when Off-Site Evacuation is necessary. Once decision is made to evacuate:
 - Notify Emergency Services of the decision to Evacuate Off-site
- Instruct Educators and staff to turn off all electrical power inside the building before leaving, if possible.

e. LOCKDOWN – Severe Storm

If Educators become aware of an approaching storm:

- Pack away outdoor equipment to reduce the risk of flying objects.
- Move all children and educators indoors
- Close and lock all doors and windows.
- Administrative staff are to listen to radio broadcasts and/or view BOM radar imagery to warn of imminent danger.
- Room Educators are to tape (cross style X) across large windows with masking tape.
- Room Educators are to prepare tables and foam mats in case they are needed for shelter
- All Educators and staff are to disconnect all electrical equipment and turn off electrical outlets.
- Responsible Person is to ensure that the 'Cove' gas cylinder is turned 'off'.
- Responsibilities of educators and staff during Severe Storm lockdown:

Contact Emergency Services	Responsible Person In Charge
Collect Children's Attendance Roll	Lead Educator
Collect Asthma Medication and Plans	Lead Educator
Collect Emergency Back Pack	Room Educator
Collect Mobile Handset and/or Mobile Telephone	Responsible Person in Charge
Collect Visitors Log	Responsible Person in Charge
Collect Staff Attendance Record	Responsible Person in Charge
Collect Educator and Children's Contact Details	Responsible Person in Charge

When the storm strikes:

- Once the storm strikes it is imperative that children and their families are requested NOT to try to leave the service until after the storm has passed.
- All Educators and children are to remain indoors and sheltered clear of windows and glass doors. The centre of the Safe Zone – Rainforest Room and outside the Staff Room at Curlew Cove will offer the most protection.
- Use tables and foam mats to shelter under if necessary.
- Stay calm and comfort any children who are distressed. Sing songs and utilise finger plays.
- If possible, the Responsible Person is to remain in contact with Emergency Services – SES via mobile phone to discuss 'Local Emergency Management plans'
- All educators and other staff are to follow the directions of Emergency Services.

Note: Do not use service telephones during storms.



EVACUATION (ON-SITE)

In the event of:

- A Fire on the Premises
- A Breach of the Safe Zone
- A Bomb/Arson threat
- Children and all staff are to evacuate the premises using the safest emergency exit route to the Assembly Area (**see Emergency Evacuation Site Plan**).
- Responsibilities of educators and staff during evacuation:

Press the Evacuation Alarm Button	Person that discovers the threat or another person directed to do so by them.
Contact Emergency Services	Responsible Person in Charge
Collect Children's Attendance Roll	Lead Educator
Collect Asthma Medication and Plans	Lead Educator
Collect Emergency Back Pack	Room Educator
Collect Mobile Handset and/or Mobile Telephone	Responsible Person in Charge
Collect the Visitors Log	Responsible Person in Charge
Collect the Staff Attendance Record	Responsible Person in Charge
Collect Educator and Children's Contact Details	Responsible Person in Charge
Check upstairs rooms/close doors and windows	Emergency Response Person/Responsible Person
Check Laundry/Staff Toilets, close doors and windows	Emergency Response Person/Responsible Person
Turn off Electrical power outlets	All Educators and Staff

Note: Any additional staff, including Administration staff, are to assist Room Educators. Youngest children can be placed in the Emergency Evacuation Cot and wheeled to the assembly area.

Once at the On-Site Assembly Area:

Check Children's Attendance Sheets	Lead Educators
Check staff attendance sheet	Responsible Person in Charge
Check visitors log	Responsible Person in Charge
Reassure children and engage them in activities	Room Educators
Follow the directions of Emergency Services	All Educators
Contact families of all children present	Lead Educators

- No Educator or other staff member is to re-enter the building until Emergency Personnel advise that it is safe to do so.
- After an evacuation, the Responsible Person must complete a written serious incident report and as soon as practicable notify the Approved Provider (0404 830 671).
- The Approved Provider MUST notify the Regulatory Authority, in writing, on the prescribed form, within 24 hours of the occurrence.



EVACUATION (OFF-SITE)

The Responsible Person in Charge in consultation with Emergency Services will decide if and when Off-Site Evacuation is necessary. The assembly point for an off-site evacuation is the Macleay Island Community Centre or other location nominated by Emergency Services.

Once decision is made to evacuate:

Notify Emergency Services of the decision to Evacuate Off-site	Responsible Person in Charge
Collect Children's Attendance Roll	Lead Educator
Collect Asthma Medication and Plans	Lead Educator
Collect Emergency Back Pack	Room Educator
Collect Mobile Handset and/or Mobile Telephone	Responsible Person in Charge
Collect the Visitors Log	Responsible Person in Charge
Collect the Staff Attendance Record	Responsible Person in Charge
Collect Educator and Children's Contact Details	Responsible Person in Charge
Check Upstairs rooms, close doors and windows	Emergency Response Person/Responsible Person
Check Laundry/Staff Toilets, close doors and windows	Emergency Response Person/Responsible Person
Turn off Electrical power outlets	All Educators and Staff

- Children will be transported using:
 - The services courtesy buses
 - Buses provided by the community under the Local Emergency Management plan
- Children will travel on the bus with their Lead educator, when possible.

Note: Any additional staff, including Administration staff, are to assist Room Educators.

Once at the Off-Site Assembly Point:

Check Children's Attendance Sheets	Lead Educators
Check staff attendance sheet	Responsible Person in Charge
Check visitors log	Responsible Person in Charge
Reassure children and engage them in activities	Room Educators
Follow the directions of Emergency Services	All Educators
Contact families of all children present	Lead Educators

- After an evacuation, the Responsible Person must complete a written serious incident report and as soon as practicable notify the Approved Provider (0404 830 671).
- The Approved Provider MUST notify the Regulatory Authority, in writing, on the prescribed form, within 24 hours of the occurrence.



Bay Island Early Learning & Care

Fire Drill & Evacuation Practices

Date: _____

Name of Staff member conducting Drill: _____

Staff members participating in drill: _____

Rooms participating in drill: _____

Time alarm was activated: _____

Time evacuation was completed: _____

Comments on how evacuation procedure went: _____

Areas need amending: _____

Do any changes need to be made to evacuation process?: _____



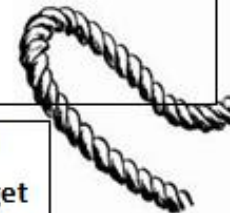
Something special happened at the centre today **We had a Fire Drill!**

Fire Drills are practiced at the centre at least once a quarter. These take place on random days and at random times. Fire Drills ensure that staff will act automatically should we ever experience a real fire. They also ensure that your child knows what the loud sound of the alarm means and what is expected of them.



Please take the time to talk to your child about their experience today.

We hold onto a long piece of rope to make sure we don't get separated from our friends!





The floor plan of the Main Centre Building includes the following rooms and areas:

- UN SEX** (top left)
- UNSEX DISPOSED** (top left)
- RECECTOR** (top left)
- KITCHEN** (top center)
- Rain Forest Room** (top right)
- EXIT** (top left, top center, and top right)
- LAUNDRY** (middle left)
- WAITING AREA** (middle left)
- STORE** (center)
- Ocean room** (bottom left)
- KITCHEN** (bottom center)
- Bush room** (bottom right)
- EXIT** (bottom left and bottom right)
- VERANDAH** (bottom left and bottom right)
- VERANDAH** (far right)

