

EMERGENCY ACTION CONTINGENCY PLAN

A threatening situation in or near our centre

Priorities

- * To preserve life
- * To preserve property
- * To restore/ continue centre operations

Evacuation

Action upon receiving initial report of threat

- * Director or person witnessing emergency sounds long whistle blasts.
- * Other staff member phones applicable emergency services
- * Director/staff member collect roll books and emergency bag
- * Rural Care Worker collects Rural Care sign-in sheets and Mobile Phone****
- * Director gathers persons at top gate (school cola area).
- * All other staff assists all persons to exit building at nearest safe exit, in a calm and orderly manner.
- * Staff check rolls and director initiates search action if necessary
- * Decision taken to move/ not move to a safer place and attend to the needs of the children
- * If necessary phone parents to collect children, or notify of our different location for pick up

EMERGENCY

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POLICE 86512100

POISONS 131126

HOSPITAL 86510400

INVACUATION

*Staff member outside sounds whistle blasts and children are advised to go to the person blowing the whistle

*Children join that staff member who assists children inside.

*Inside staff member rings the bell to signal all remaining children to come inside.

*Remaining staff check cubby and shed areas

*The inside staff member to phone applicable emergency services.

*Director and Rural Care Worker check rolls/sign-in sheets

*Director initiate search if necessary

*Staff tend to children's needs.

**** The centres mobile phone is kept in the Rural Care office on the grey pin up board in a plastic sleeve with its charging cords.

The mobile number is 0475557605

The Education Director and Rural Care Adelaide will be notified of this number and kept updated with any changes made.

Rural Care staff will check the charge of the phone every Monday morning and charge if necessary.

The phone is on a long life pre-paid plan and staff will make a note of any calls made as to when the next recharge needs to take place. The next scheduled recharge is on 20.06.2015.

This phone is used for Emergency only and should not be taken off of the site unless there is an evacuation situation.

Chairperson
Governing Council
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Director
Peterborough Community Preschool
and Rural Care Service.

Adopted: August, 2010
Review Date 20.....