

Emergency and Evacuation – Appendix 2 – Emergency Procedure



Steps to Follow

- When emergency occurs, blow whistle and call out where the emergency is located; e.g. Toddler Room refrigerator.
- Ring emergency services on 000. Tell them the address, 4 Janelle Street Tamworth, and the nearest cross streets Bryan Street and Hillvue Road.
- Children, educators and visitors to evacuate building to the Emergency Assembly Point.
- Once at assembly point, check all children, educators and visitors are accounted for.
- Wait until emergency services have arrived for further information.
- Ensure communication to emergency services is maintained.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your approved provider/ licensee or person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

What to Take in an Emergency

- First aid kit
- Emergency bags that contain the following:-
 - * Laminated emergency contact list
 - * Picnic rug
 - * Bottled water and plastic cups
 - * Packet of biscuits
 - * Sunscreen
 - * Fully stocked portable first aid kit
 - * Spare nappies, gloves, wipes, tissues and plastic bags
 - * Books/resources for children
- Medication of children and educators
- Kiosk iPad
- Stat Sheets
- Educators' sign in sheets
- Roster
- Visitors' book
- Telephone
- Emergency contact lists

Source: PSC National Alliance: Managing Emergency Situations in Education and Care Services
www.acecqa.gov.au/sites/default/files/2021-01/ManagingEmergencySituationsInEducationAndCareServices.PDF
(accessed November 9, 2022)

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