Emergency Management and Evacuation Procedures

Evacuation Procedures
Evacuation is an organised and controlled movement of personnel from a threatened or dangerous area, to a safe area, in the minimum possible time and exposing them to the least possible risk. Evacuation procedures are invoked for fire, flood, bomb threat, hostage, storm and cyclone, toxic emission, air and transport accidents and for any explosion or disruption to essential services. The evacuation of children will be practiced informally on a regular basis so that in an emergency the children will know exactly what is expected of them.

Emergency Management Kit
The Emergency Management Kit is stored in the Director's Office at the left hand side under the Information pin board. It is clearly labelled with a red arrow pointing to the green kit. The Director is responsible for the maintenance of this kit, and will be responsible for collecting it in an emergency. The kit has the required equipment as stated by DEECD.

Fire Drill
Evacuation Plans, Maps and Fire extinguisher procedures are displayed throughout the Centre close to fire extinguishers. Fire Exits are prominently displayed. Evacuation is an organised and controlled movement of personnel from a threatened or dangerous area, to a safe area in the minimum possible time, and exposing them to the least possible risk. Evacuation procedures are invoked for fire, flood, bomb threat, hostage, storm and cyclone, toxic emission, air and transport accidents and for any explosion or disruption to essential services.

Upon discovery of fire the finder will:
- Rescue any person in immediate danger and close the door.
- Call the Fire Brigade on 000 and state the exact location of the fire.
- Evacuate to assembly point and ensure everybody is accounted for.
- Attack fire with the appropriate extinguishers only if safe to do so.
- Remain at the assembly point until advised by the Fire Brigade to return.
- At all times during the fire drill the welfare and safety of the children are the primary responsibilities of the staff. The intent should be to avoid panic and suppressing undue alarm or excitement. No child shall be left unattended at any time.

Emergency Exits
Emergency exits are clearly labelled throughout the centre. We have also displayed a map of the centre with emergency exits in the foyer and individual classrooms.

Emergency Management Plan
The Peter Toms Early Learning Centre Emergency Management Plan can be accessed in the foyer area, staffroom and Director's office. This has confidential staff information that should only be used in an emergency.

Regulation 168 (2)(e)
Quality Area 2.3.3