



Kadina Preschool Centre

29 Hallett Street, Kadina, 5554

Kadina Preschool

Telephone: 08 8821 3651

Fax: 08 8821 3615

E-mail: dl.6609.leaders@schools.sa.edu.au Website: www.kadinapre.sa.edu.au

Centre No. 6609



Government of South Australia
Department for Education and
Child Development

EMERGENCY ACTION PLAN

- Warning Signal (whistle – continual short blasts) sounded by staff person first aware of the danger.
*Note: Whistles located:
 - 1/ on side of fridge in kitchen.
 - 2/ outside on fire extinguisher in large cream shed.
 - 3/ hanging near first aid bags
- Staff to ensure all children vacate area. Staff to check toilets, library, office, etc. Staff to check outside cubby, tunnel, etc
- Roll book, visitors' book, phone, first aid kit/s, children's medication and asthma kit to be collected by closest staff person, if safe to do so.

Evacuation Procedure

Upon hearing short blasts of whistle, a staff member will be pointing to the back gate (Plan A) or front gate (Plan B). Other staff members will then also point in this direction.

- All staff to supervise children to exit building and grounds by either
 - (Plan A) Back gate to school oval through back gate, or
 - (Plan B) Front gate to Croquet Club shelter area.
 Final check of building to be conducted by Fire Warden and doors to be closed if safe to do so.
 A head count of all children and adults is conducted at this stage, before leaving grounds.
 Director to initiate search for missing persons if necessary and safe to do so.

PLAN A

All persons present muster at Kadina Primary School Oval. Staff check roll and initiate search action if necessary. Move to Leisure Complex Oval; depending on the extent of the emergency. Decision to be made by the Director.

PLAN B

All persons present muster at Kadina Croquet Club area on Hallett Street. Staff check roll and initiate search action if necessary. Decision to be made by the Director.

Invacuation Procedure

- (Plan C) Upon hearing short blasts of whistle, the staff member will be pointing towards the Kindy building with both hands. Other staff members will then also point in this direction.
 All staff to supervise children to enter building by most appropriate entrance.
 A head count of all children and adults is conducted at this stage, when children are inside.
 Staff are to ensure all doors are locked from the inside
 All blinds to be closed
 Director to initiate search for missing persons if necessary and safe to do so.

PLAN C

All persons to remain inside building unless it becomes unsafe. Staff check roll and initiate search action if necessary. If necessary, follow Plan A or B. Decision/s to be made by Director.

- Staff to monitor health of children; administer first aid and contact parents or medical assistance, if necessary.
- Staff person nominated to call Emergency Services:

Fire.....	8821 1000 or 000
Police.....	8828 1100 or 000
Ambulance.....	000
Kadina Medical Centre	8821 3133
Animal/Snake control (Council).....	8821 1600

Emergency Evacuation and Invacuation Drills will be practised with the children each term in Week 3/4 (at least every 3 months)

Signed:

Director – Simone Shevchenko

Chairperson – Bec Crosby