



Beaumaris Children's Playhouse

Emergency & First Aid Information

EMERGENCY EVACUATION PROCEDURE	
In the event of an emergency, immediately notify the Duty Supervisor.	
Duty Supervisor	<ul style="list-style-type: none"> • Collect the key to the side gate and the alarm that hangs beside the day-to-day information noticeboard. • Collect the attendance sheet for the day. • Sound the alarm and open the side gates. • Calmly ask all members to leave the building through the nearest exit, and leave the garden through the side gates, and to assemble at the Assembly Point. • Use the attendance sheet to take a roll call. • Oversee all carers and children exiting the building. (If safe to do so, close windows and doors whilst exiting) • Once everyone is safely out of the building, do a physical sweep of the building to ensure all persons are out. Only re-enter building if safe to do so. If it is not safe to re-enter building, inform Emergency Services of where to locate persons inside. • Delegate who is to contact Emergency services on 000, who is to contact Council staff at the Corporate Centre 9599 4440 Tel and Jack & Jill Kindergarten 9589 1042 Tel next door. • Ensure all children and carers are accounted for, until clearance has been given to return to the building. • In case of a fire, consider putting the fire out ONLY IF SAFE to do so.
Assembly Point	Sandringham College basketball court located on the corner of Grandview Avenue and Balcombe Road. There is an access gate opposite the Milk Bar in Grandview Avenue.

Fire Drills	
Evacuation Drills	Evacuation drills will be performed from time to time.
Drill Procedure	The fire drill procedure is located on the day-to day information board.
Fire extinguishers and blanket	Fire extinguishers and blankets are located in the kitchen and by the back door. (Refer to map for exact locations)

In the event of a Break-in	
Building Entry	Use your common sense and judgement to decide if it is safe to enter the building. Enter the building and assess any damage. Identify and seal off any potential hazards eg. broken glass.
Police	Call the Police. Follow their instructions.
Duty Supervisor	Make a record of any items that are missing. Call a member of Playhouse Executive (President, Vice-President, Secretary, Play Coordinator or Treasurer).
Members	Members may enter the building only once it is considered safe.

Accidents and Incidents	
Record	Record all accidents and incidents in the Accident and Incident File. (located at the front desk) It is important to record accidents and incidents in case an insurance claim is lodged.
First Aid Kit	The First Aid Kit is located in the kitchen. Ideally parents/carers should treat their own children.
First Aid Supplies	If first aid supplies need replenishing, please inform the Purchasing Officer via a note in her pigeonhole.