



## Evacuation Procedure

- 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.