

<b>POLICY NAME</b>	EMERGENCY EVACUATION POLICY		
<b>POLICY REF</b>	PSPP10	<b>REVISION</b>	7
<b>AUTHOR</b>	S HAMER	<b>DATE</b>	31/01/2024
<b>APPROVED BY</b>	J HAMER	<b>NEXT REVIEW</b>	31/01/2025

**Purpose**

To ensure that staff and visitors are aware of fire exits and that all staff understand comprehensively the procedure for evacuation in the event of an emergency.

**Implementation**

Evacuation will be necessary in the event of certain emergencies and critical incidents which may include but not be limited to occurrences such as: a fire, hazardous spill, bomb threat, earthquake, armed hold up or intruder, severe storm and flooding.

The Director (Scott Hamer) will ensure that all fire extinguishers will be serviced every 6 months and smoke detectors maintained.

Staff will be trained in the operation of fire extinguishers and confident enough to choose the appropriate type of fire extinguisher for each circumstance. Staff priority will be to follow evacuation procedures before attempting to extinguish only very small fires that will not cause any unnecessary risk.

The center will display a notice marked “EMERGENCY EVACUATION PROCEDURES“ in suitable locations along with a floor plan marked with location of all exits, direction of escape routes and firefighting equipment.

The evacuation plan will be practiced at least twice a year at different times of the day. The more regularly fire drill is practiced, the less likely that things will go wrong through panic and other mishaps.

**Assembly Area**

Assembly Area is located at the end of the drive way on the footpath next to Spendmore Lane approx. 75 meters from the house.

**Emergency Procedure**

- Evacuation signal is to loudly shout (Fire, Fire, Fire) or if fire alarms are sounding.
- Stay calm and make your way to the evacuation point, through the nearest exit.
- Listen to instructions from the nominated fire marshal or a supervisor.
- All staff and students must go to the nominated evacuation point, by the safest exit and wait there until further notice.
- If practicable extinguish small fires only if it is safe to do so or alert emergency services.
- Once at the assembly area the fire marshal or supervisor will undertake the role call of staff, students and all other personnel.
- All persons to remain in the assembly area until the emergency is declared over by a member of the emergency service or by the nominated marshal or supervisor, only then re-entering the building.

**Staff Responsibilities**

One staff member (Joanne Hamer) collects the appropriate sign-on/ sign-off lists and proceeds immediately to the designated assembly area, encouraging children to follow.

One staff member will assume responsibility for standing at the designated exit and encouraging Staff, students and visitors to vacate the building. This person will also ensure that no Staff, students and visitors re-enters the building. (Scott Hamer)

No one will re-enter the building until advised that it is safe to do so by the fire marshal or supervisor.

**Drills for Emergencies**

Drills for emergencies are conducted every 6 months and full procedures are covered in student and staff inductions.

Name	Role
Scott Hamer	Director in Charge
Scott Hamer	Fire Marshall
Joanne Hamer	Registers/ Role Caller