Emergency Evacuation Plan  
Mt Compass Preschool Oval Road Mt Compass 3661

Evacuation of Building

Inside Teacher

- Get whistle from kitchen wall.
- Stand in doorway and give 3 long loud blasts
- Send all children to line up along the fence line near carpark (evacuation area)
- Check that building is empty, take roll and mobile phone
- Turn off the main power switch in the long box (near the fridge) in side the preschool if safe to do so
- Meet the other teacher at evacuation area. Check roll

Outside Teacher

- Gather children who are outside and move them to evacuation area, ready for roll check
- Check grounds visually for stray children/adults
- Meet other teacher at evacuation area
- Check roll
- Director to initiate search for missing children if necessary
- Walk to designated safe area (one of the following)  
  - Preschool car park
  - Community oval
  - Mt Compass Area School gym
- Teacher to phone 000 while walking if internal or preschool only emergency
- The decision as to where to meet will be made by the Director, the MCAS or the Emergency Services depending on emergency

Clearance to re-enter the preschool building will be given by Director after consultation with the relevant Emergency Services. The Director and Teacher will phone parents to come and collect their children only if it is safe to do so before the emergency (eg bush fire) Otherwise parents will be phoned as soon as practical after emergency has passed.

Reviewed by Staff 01/2014