In-vacuation

To be used when all children are required to come inside because of some danger outside, for example, a person perceived as presenting a danger arrives at preschool, or a snake is seen in the grounds.

Roles
Teacher 1: responsible person of the day
Teacher 2: certified supervisor of the day
Others: any other adults or work experience students present

1. The kindy bell, located in kitchen cupboard above sink is rung by a teacher without pause until all children are within the building
2. The doors to the building are shut and locked if appropriate
3. Children sit on carpet, roll is taken to ensure all children are present, sign in log is consulted to ensure all visitors are present, if not Tcher 1 locates them, if Tcher 1 is not present Tcher 2 locates missing children
4. Tcher 2 supervises children on the mat until threat has passed.
5. Tcher 1 takes action to deal with threat

Once the threat is dealt with

6. After incident teachers and children are debriefed about what’s happened by Tcher 1.
7. Tcher 1 organises for parents to be informed of incident.
8. Tcher 1. Completes incident paper work and other documentation as required.
Invacuation drill to take place at the beginning of each term.

Reviewed by staff 01/2014