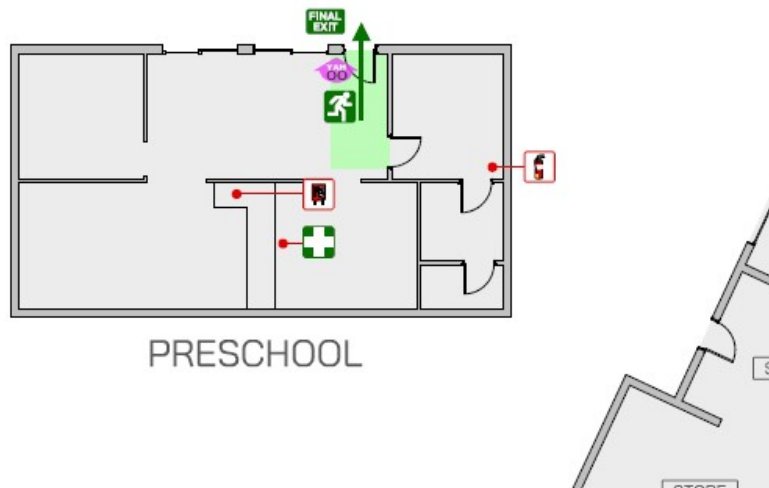
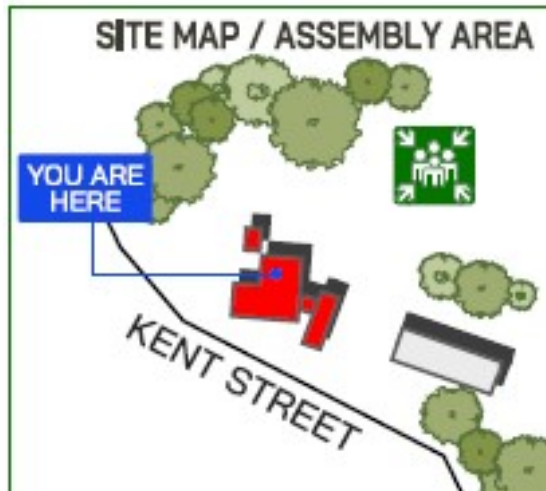


Hughes Primary School-Preschool

Fire/Bomb Threat Evacuation Plan



Early Childhood Teacher/RP:

- Call "fire" blow whistle/announce evacuation for all present
- Gather children at door ready to evacuate
- Take mobile, keys and double sided emergency roll
- Require all people present to accompany group
- Count children
- Walk with children to evacuation point at the back gate
- Count children and take the roll, accounting for all visitors and adults at the site

Educator

- Take daily sign in book and keys
- Phone 000 or 0000 on landline phone
- Phone main site on 6142 0730
- Gather medicine box from top of fridge and ice packs
- Check building is empty and shut doors
- Join class

Educator 2

- Assist children that require additional assistance (including the use of any necessary mobility equipment) to emergency meeting point and remain with them until all clear before supporting return to day.

Class

- Sit at the emergency meeting point at the back gate

All

- Wait for advice of all clear