

EVACUATION PROCEDURE

- Set off Alarm (eg. Alert Children, Blow Whistle, Ring Bell)
- Collect Phone, first aid kit and timesheets/Mobile Harmony Device.
- Gather Children while checking rooms
- As a group: Supervise Moving children to Assembly Area
- Contact Emergency services “000”
- At Assembly Area check Timesheets to ensure all children are present.
- Report any missing individuals to emergency personnel
- Apply First Aid if required at Assembly Area
- Contact Service – **My Place Family Day Care** - 3372 1711 or 0416 763 919
- Contact Parents/Guardians to collect children