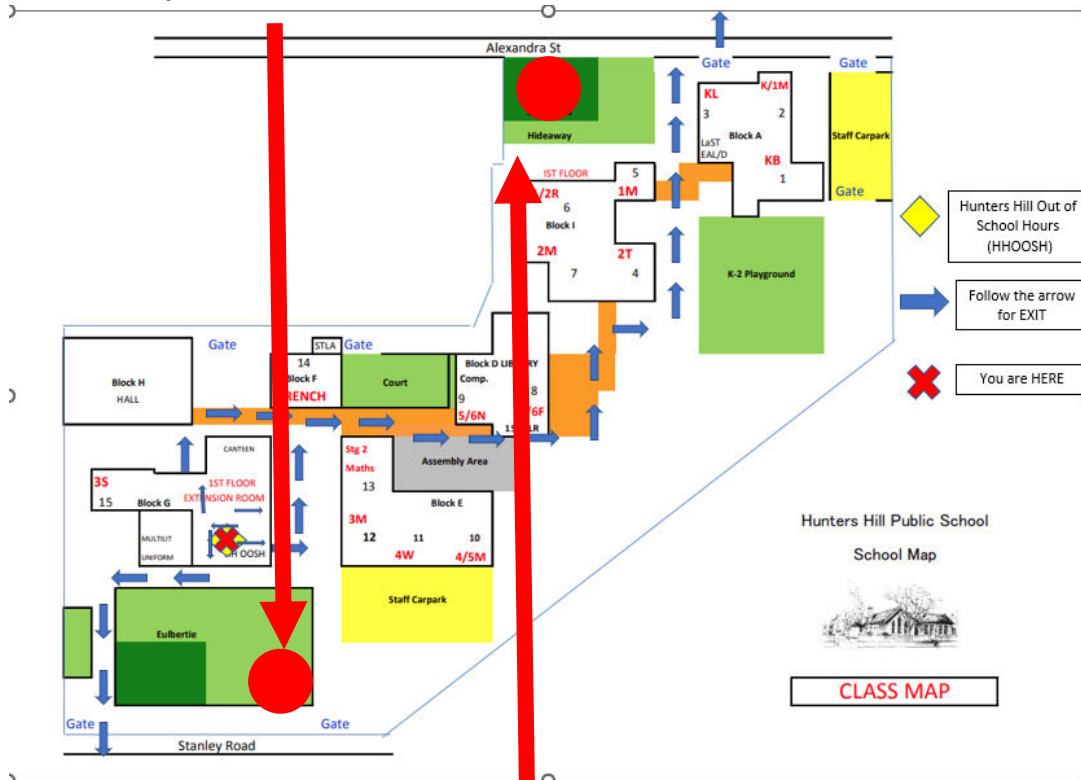


Emergency Evacuation



In the case of a Fire or a phenomenon that makes it unsafe for children/staff to be inside/near the Before/After School Care building, staff will:

- Instruct everyone to evacuation assembly area and evacuation routes
 - Assembly Area One - Eulbertie



- Assembly Area Two - Jacaranda Hideaway

- Location of offsite assembly area
 - Anglican Parish of Hunters Hill, Ambrose St, Hunters Hill
 - Hunters Hill club and Tennis Club, Madeline St Hunters Hill
 - Wandella Scouts Club, Durham St, Hunters Hill
 - Hunters Hill HS, The Avenue, Hunters Hill
- Director/Assistant Director/Responsible person in charge will ring a bell (located in office area) and make an announcement over the loudspeaker to alert staff and children.
- Director/Assistant Director/Responsible in charge to move around the premises ringing the bell and instruct children to move to the designated outdoor meeting point.
- Casual Staff to direct children to designated meeting point and instruct them to sit quietly.
- Director/Assistant Director/Responsible to collect roll, mobile phone, emergency backpack (family contacts, first aid kit, asthma kit, EpiPen's).
- Director/Assistant Director/Responsible to do a final check of premises to ensure all children are present at the meeting point: indoor room, outdoors, toilets, bubbler and main toilet area, hallway of adjoining building.
- Director/Assistant Director/Responsible to call 000 and Hunters Hill Public School Office: 98164404 or 98173406
- Director/Assistant Director/Responsible to take roll and ensure all children & staff accounted for. If children are missing the Director/Assistant Director/Responsible will inform emergency services and comply with their response.
- Casual Staff and children will only re-enter the premise when directed by either the Director/Assistant Director/Responsible or emergency services.