

## INVACUATION PROCEDURE

### **Definition:**

Invacuation procedure involves an emergency where people are moved inside and locked in rather than assembled outside.

**Signal:** Continual blasting of the air horn.

### **Procedure**

#### **Administration:**

- Depending on emergency situation contact appropriate services.
- Emergency services **000**.
- Put in-vacuation sign on front door and on staff entry/exit door on the community side of the building.
- Lock front door and entry/exit door on the community side of building.
- Take mobile phone and backpack from the Director's office, move to secure space, lock door.

#### **Director/Assistant Director:**

- Sweep one side of the building and delegate another person to do the other. If the Director/Assistant Director is not on-site, this role falls to the senior most person (to be delegated amongst Team Leaders). Before 8am and after 5pm, staff will sweep only the childcare area and focus on securing children inside the building.
- Return to office, lock door and remain contactable.
- Once site safe, notify staff that the site is now safe.
- To check consult rooms and group rooms before 8am and after 5pm. Inform any people inside that an in-vacuation is in process and they must lock doors.
- To go to secure space, lock door.

#### **Child care/Pre-School Staff:**

- Bring all children inside:
- Assemble children and do roll call:
- Senior staff member to lock doors, windows, collect roll and take portable room phones.
- Second staff member to collect emergency back pack, allergy buddies, to include water, cups, first aid kit, etc.
- Turn off all appliances i.e. machinery, ovens.
- Await further instruction which will come via a messenger (adult).

#### **All on-site personnel, parents and visitors:**

- If outside, go to nearest secured indoor area.
- If inside, remain in your indoor space, lock door if possible and await further instructions, consult the nearest staff member.

#### **Record of Policy Adoption and Amendments:**

Policy adopted from Forbes Children's Centre, September 2021.

Approved Governing Council: 09/21

**Reviewed:**

Date	Amendments	Reviewed by:	Approved by:
9/22			