



BELLEVUE HEIGHTS PRIMARY SCHOOL

Out of School Hours Care

Refer Safety Policy

EMERGENCY EVACUATION PLAN

In case of Activity Room Fire or other Emergency requiring the room to be evacuated.

1. STAFF MEMBER in charge will make everyone aware of fire by shouting fire.
2. Everyone to evacuate to soccer oval.
3. Walk children to the soccer oval.
Use the most direct route avoiding any danger.
4. Staff to bring attendance folder, emergency contacts folder, keys and mobile phone.
Check students on arrival at the soccer field. Ensure all present, there may be children in toilet.
5. Staff member to call 000 fire brigade.
6. Stay together as a group until fire brigade arrives.
7. When the emergency has past relocate children to safe area/building. Check attendances again.
8. Contact parents if necessary.
9. Complete incident reports for DECD and ACECQA and state Regulatory Authority. (IRMS)