



BELLEVUE HEIGHTS PRIMARY SCHOOL

Out of School Hours Care

Refer Emergency Evacuation Policy

EMERGENCY EVACUATION PLAN

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

1. EDUCATOR in charge will make everyone aware of fire by shouting fire. A whistle may also be used.
2. Everyone to evacuate to soccer oval.
3. Walk children to the soccer oval.

Use the most direct route avoiding any danger.

4. Educators to bring attendance folder, emergency contacts folder, keys and mobile phone.
Check attendance sheet on arrival at the soccer oval.
Ensure all children, educators & visitors are present.
Check for children in the toilets.
5. Whoever has OSHC mobile is 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)