

**In the case of a BUILDING FIRE
or for FIRE DRILL practice. (OSHC/Vac Care hours only)**

PROCEDURES. Updated February 2023

- 1. In case of a fire, or for fire drill practice, an educator will call out FIRE or blow a whistle and call FIRE.**
- 2. Staff should use common-sense in the case of a real fire. In fire drill and in normal circumstances, children are to assemble at the hall door in a quiet, orderly and speedy manner, all personal items & school bags to be left in the room. Then proceed to the soccer oval - avoiding areas of vegetation and the fire area. Educator with OSHC mobile will ring 000.**
- 3. Director or person in charge should bring OSHC emergency contacts register, attendance folder and mobile phone. Call attendance roll when arriving at the Oval. Also ensure all educators and staff are present.**
- 4. Educators on duty to check Sick room and toilets if necessary.**
- 5. Remain at oval until emergency crews say it is safe to leave. As a group return to unaffected building e.g. Gym**