



ALDGATE KINDERGARTEN

3 Fairview Rd Aldgate SA, 5154 Phone 83393864 or 0418446163
dl.4602.leaders@schools.sa.edu.au www.aldgatekgn.sa.edu.au



Government of South Australia
Department for Education

Emergency Response Procedures (refer to local Emergency Management Plan)

Shelter in place - refer to separate "Bushfire Procedures"

Lockdown (CODE BLACK) Locked into Kindergarten office or building

Outdoor threat to personal safety e.g. intruder, dangerous person, hopper ants/wasps/bees swarming outside, outdoor snake sighting, significant weather event.

Alert: Long blow of whistle, pause, repeat **OR** school's emergency warning system message: "Attention! Attention! All staff, code black alert! Repeat, all staff code black alert!"

First staff member:

Move all children indoors using the above ALERT WHISTLE TONE (Note: all staff to carry own whistle – other whistles located on the shed keys and on hook inside main entry door).

Collect roll book.

Move into the office and close office blind (if locking down in the office).

Check all children and staff are accounted for .

Second staff member:

- Close/lock doors and bushfire shutters when everyone is safely inside
- Contact school front office 83392377 to alert of kindly-initiated emergency OR to request information about school-initiated emergency
- Call emergency services if necessary
- Confirm when it is safe to leave secured lockdown.

Onsite evacuation Evacuate to rear sandpit gate (exit to Strathalbyn Road footpath)

Inside threat to personal safety e.g. snake indoors, flooding.

Alert: Whistle blows of three short tones, pause, repeat **OR** school's emergency warning system message: "Attention! Attention! Leave now via your nearest emergency exit!"

First staff member:

Alert everyone to emergency using whistle and voice commands (Note: all staff to carry own whistle – other whistles located on the shed keys and on hook inside main entry door)

Collect roll book, send nearby children and adults to EMERGENCY EXIT GATE

Position self (or send another staff member) to EMERGENCY EXIT GATE behind sandpit

Confirm all children and adults are accounted for on roll book

Second staff member:

- Call emergency services/snake catcher
- Collect individual and site medications from kitchen first aid cupboard (if safe to do so)
- "Sweep" for children/adults still inside the building
- Inform the front office of emergency on 83392377
- Determine if offsite evacuation is required
- Confirm when it is safe to return to the building

Offsite evacuation Evacuate to school oval via exit gate to Strathalbyn Road footpath

Inside threat to personal safety e.g. bomb threat, internal building fire.

Alert: Whistle blows of three short tones, pause, repeat **OR** school's emergency warning system message: "Attention! Attention! Leave now via your nearest emergency exit!"

First staff member:

Alert everyone to emergency using whistle and voice commands (Note: all staff to carry own whistle – other whistles located on the shed keys and on hook inside main entry door)

Collect roll book, send nearby children and adults to EMERGENCY EXIT GATE

Position self (or send another staff member) to EMERGENCY EXIT GATE behind sandpit

Confirm all children and adults are accounted for on roll book

Lead children and staff to the oval. Note: Children may not be permitted to leave the oval unless they are signed out by an authorised parent/caregiver.

Second staff member:

Call emergency services

Collect individual and site medications from kitchen first aid cupboard (if safe to do so)

"Sweep" for children/adults still inside the building

Inform the front office of emergency on 83392377

Confirm when it is safe to return to the building.

Other emergency procedures:

Snake sighting: Educator/s to usher children to a safe location away from the snake. One educator to keep eyes on location of snake and call snake catcher.

Medical emergency: Follow DRSABCD. If possible, remove children from exposure to event, contact front office for help if required.

Unsafe child: Follow Safety and Risk Behaviour Management Plan. If no Plan, move other children/staff into safe space with one staff member supervising the unsafe child.