



ALDGATE KINDERGARTEN

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Government of South Australia
Department for Education

Emergency Procedures

“Shelter in place” - refer to separate “Bushfire Procedures”

“Lockdown” (CODE BLACK) *Threat to personal safety e.g. intruder, snake inside.*

Locked into Kindergarten office or building.

Alert: Long blow of whistle, pause, repeat **OR** the 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 kindy-initiated emergency OR to request information about school-initiated emergency
- call emergency services if necessary
- confirm when it is safe to leave secured lockdown.

Offsite evacuation - *Inside threat to personal safety e.g. kitchen fire.*

Evacuate to school oval via gate behind sandpit (exit to Strathalbyn Road footpath).

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 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.

Snake on site

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 Catchers of Adelaide* **0413 511 440**