



## EMERGENCY EVACUATION POLICY

### INTRODUCTION

Prospect and Enfield Kindergym Inc. recognises that the safety of its participants and employees is a priority. For this reason, the kindergym will develop and implement emergency evacuation procedures to ensure an effective response in the event of an emergency.

### PURPOSE

This policy has been developed to ensure that all employees (including volunteers) and members understand the processes to be taken in the event of an emergency evacuation.

### POLICY

Prospect and Enfield Kindergym Inc. will work with the Bookings Officer of St Philip's Hall to develop its emergency evacuation procedure.

Evacuation drills will be held at least twice yearly and reviewed at Management Committee meetings.

Evacuation Procedure:

- In the event of an emergency, the Kindergym Leader will blow the whistle to get members attention. Members will exit by the southern door of the hall (opposite wall to stage) and eastern door (opposite foyer doors) and assemble under the tree at the front of the church.
- The Administration Officer will check the toilet areas before evacuating.
- The Administration Officer will close all doors and perform a roll call to ensure everyone is accounted for.
- Members and staff will follow all instructions given by emergency service personnel with regard to the assembly point location and the safety of small children.
- No one will be allowed back into the building until the all clear is given.

Policy name	EMERGENCY1	Approved by	
		Committee on	May 2018
		Scheduled review date	Nov 2023