



## 2 Emergency Evacuation Procedures – Policy

### Policy

Every centre is to have emergency exit procedures to be followed in case of a fire, flood, bomb threat or any other such emergency.

### Procedures

1. These evacuation procedures are displayed in a prominent position in the centre. All staff, including relief staff and parents must be made aware of the procedures.
2. The following need to be included:
  - a. The person/s nominated as Coordinator of the evacuation.
  - b. The place to where the children should be removed.
  - c. The signal used to warn staff, parents and children of an evacuation. SpringDale Neighbourhood Centre is directly connected to MICOM Security and an alarm will ring throughout the centre.
3. The evacuation drill should be practised regularly. All staff should be familiar with the use of the fire extinguishers located in the centre. These extinguishers are to be maintained annually by City of Greater Geelong contractors.