Emergency Evacuation Procedures

(Sourced in accordance with MMFB guidelines and the Emergency Management Manuel, Emergency Management Plan 2025/2026 Reviewed: June 2026)

There may be many situations other than fire that may require the premise to be evacuated, for example;

- Fire in neighboring premise
- Gas escaping form a damaged main or pipe
- Toxic fumes from a chemical spill
- Motor vehicle accident nearby
- Bomb threat
- Hold up
- Hostage taking
- Siege
- Flood

All the above situations must be considered as possible threats. Staff members should be aware of their responsibilities to lessen the impact on the children by being familiar with any directives issued under statutory rules and regulations as well as these evacuation procedures.

Steps for Evacuation

1. Senior person on site takes charge and decides who does what (activate your Emergency Planning Committee Emergency Control Organisation /EMP);

2. Whistle is blown to alert staff of the need to evacuate whilst a call is made to 000

   Team member in charge of communications:

   Informs emergency services of the nature of the emergency (i.e. "There is smoke in the building");

   Seek advice from DE, your Regional Office, Local Government Area or local Diocese.

3. If the decision to evacuate is made, using all available staff/volunteers calmly move/carry/walk the children out of the building; to your pre-determined outdoor assembly area;

4. *Room Staff* take the children's
   attendance list
   the First Aid Kit
   Evacuation pack with playground gate key

   Office staff take
   the Staff Roster
   Staff sign in register
   Office Evacuation pack with playground gate key
   Emergency Mobile phone and Emergency Ipad

5. Once at assembly area, check all children and staff are accounted for;

6. Call 000 and inform them of your location at the outdoor assembly area or off site location;

7. Focus on safety and well-being of staff and children; &

8. Wait for Emergency Services to arrive or for further information.

Note: The Room Leader or nominated person is the last to leave the room. They need to ensure that everyone is aware of the designated evacuation sites, all children and staff are out of the room. Nobody is allowed back inside at this stage.

- If all children are not accounted for, the Approved Provider/Nominated Supervisor with Emergency Services assesses if it is safe to return inside the building.

- Staff remain calm, reassuring the children and wait for the Emergency services are on their way

- Consider fire attack only if safe to do so.

Please Note:

Staff members and any other persons that enter the building are required to familiarise themselves with these procedures, the exit routes from the building and the assembly areas for evacuation procedures.

The location of the threat and communications with Emergency Services will dictate exit routes and assembly areas to be used.

Trial evacuations will be carried out 3 monthly to ensure children and staff are familiar with procedures and assembly areas.

Assembly Point 1 is located in the Snuggles carpark at the front of the building
Assembly Point 2 is located at the rear of the building in the Pre-kinder/Kindergarten playground

If an evacuation is required, regardless of cause, the above procedure will be utilised.

Nursery Evacuation Procedure

(To be used in conjunction with the above)

- If children are sleeping wake them and put them into the Nursery Evacuation cot located in the entrance of the cot room. The evacuation cot has wheels for mobility.

- Crawlers must go in the evacuation cot.

- Check that there are no other children in the sleep room

- The Room Leader or nominated person will get:
  the attendance list
  the First Aid Kit
  Evacuation pack with playground gate key
  whilst assistants gather children to the exit doorway.

- A head count of the children is done to ensure all children are present and communication between staff is constant until the destination point is reached.

The Room Leader or nominated person is the last to leave the room. They need to ensure that everyone is aware of the designated evacuation sites, all children and staff are out of the room Nobody is allowed back inside.

- When assembled at the assembly area, a second head count will take place. The numbers will be reported to the Approved Provider/Nominated Supervisor.

In the event of an of site evacuation The above step by step plan will be followed and in conjunction with the Emergency Services department the children will be evacuated to the nearest safe location – either Assembly Area 1 or 2 depending on advice

Assembly Area 1 The Australian Lutheran Church
Assembly Area 2 Burwood East Primary School

Please note: the Evacuation pack with playground gate key is located at the entrance to each room. Staff are informed of this at their induction, through staff meetings and through trial evacuations that occur every 3 months. A centre emergency evacuation kit is located in the staffroom. It also contains a playground gate key and is taken out on the trial emergency evacuation practice runs. All permanent staff have had an induction on the gate installed and this will form part of our induction routine.

Emergency Contact Numbers

AMBULANCE / FIRE / POLICE	000
MT WAVERLEY POLICE STATION	9888 3755
GLEN WAVERLEY POLICE STATION	9566 1555
MONASH HOSPITAL (with Emergency Department)	9594 6666
ROYAL CHILDREN'S HOSPITAL	9345 5522
POISON INFORMATION	13 11 26

Where am I?……

Snuggles Early Learning Centre

Address: 552 Highbury Road Glen Waverley 3150
Phone: 03)98866112

Director: Rhonda Drake
Nominated Supervisor: Xuping Zhao