

Melrose Rural Care



Emergency and Evacuation Procedures

Important Phone Numbers

Ambulance - Booleroo Centre	000
Fire - Melrose CFS	(08) 8666 2000
Police - Booleroo Centre	(08) 8667 2004 (or 000)
Yorke/Mid North Regional Office	(08) 8638 1801
Personnel Counsellor - Terre Wohling	(08) 8638 1812
Student Social Worker - Matt Wilton	(08) 8638 4238

All staff phone numbers are located inside the information cupboard doors



Fire

** The Primary School will ring the Early Learning Centre if there is a scheduled fire drill or if a risk situation has developed.*

Raise the alarm - blow whistle continuously (whistle located by the phone in the kitchen), and inform the Director **AND** Melrose Primary School (8666 2154)

On hearing alarm from Primary School (ongoing siren) -

- ⇒ Evacuate the building; account for all children and staff. Remember to check all rooms i.e. toilets, office, sleep room.
- ⇒ Assemble students next to whistle blower and move quietly to school oval assembly point.
- ⇒ Whistle Blower to take First Aid Kit (located on fridge)
- ⇒ Kindy to take roll book (located in information cupboard)
- ⇒ ECW2 take Attendance Sheet Folder (located on front counter)
- ⇒ Keep all children together under close supervision. Help them stay calm. Apply First Aid if necessary.
- ⇒ Release children from your supervision **ONLY** to their parent(s)/guardian(s) or someone authorised to do so by their parent(s)/guardian(s). (Refer to sheet in attendance folder.)

****Once at Assembly Point
check children off against
roll and attendance sheet.**



FIGHT FIRE ONLY IF IT IS SAFE AND YOU HAVE BEEN TRAINED TO DO SO

**FIRE WARDENS:
Jenny Stringer Vanessa Stone**



Snake

If you see a snake ...

DO NOT ATTEMPT TO KILL IT

- ⇒ Staff to move all children quietly and carefully away from the snake as soon as they can, (sometimes it may be necessary to stand still for a moment; at other times you will have to move away as quickly as possible).
- ⇒ When a safe distance away, everybody to move quickly to the inside of the building (if snake inside the building evacuate to the Melrose Primary School Office and they'll relocate us).

**If possible, quickly note where the snake is located/heading, however 'Duty of Care' requires the observation and safety of the children as a precedence.*

- ⇒ Rural Care/Kindy Workers quietly assemble children to the inside of the building, keep children calm and quiet. Take a roll call.
- ⇒ Ring the District Council on 8666 2014, apprise them of the situation and location and request their animal control officer/snake catcher.
- ⇒ Lock internal doors, hang sign on fence to alert caregivers, visitors to the centre to the presence of the snake and to knock on the front door of the Centre.
- ⇒ Wait inside the building until the situation has been dealt with and the all clear has been given by the District Council.
- ⇒ Contact Pre-School Director and inform about the situation.

Severe Conflict

DO NOT APPROACH ANY PERSON WHO ENTERS THE YARD OR BUILDING WITH A WEAPON

- ⇒ Account for all children inside and out in the yard, including those in the toilet or sleep room.
- ⇒ Evacuate all children through the safest exit (quickly and calmly), taking roll book/attendance record folder with you.
- ⇒ Accompany students to a safe area away from the Kindy (e.g. School or Melrose Institute). Check the roll and attendance sheets and report to Melrose Primary School Principal. The location of the assailant will dictate the direction in which to evacuate.
- ⇒ Remain with the students until the emergency has passed.
- ⇒ Notify the police if possible **000** (Boileroo Centre **86672004**/Port Pirie **86321200**)
- ⇒ Allow children to leave your supervision **ONLY** to their parents or someone authorised by their parents to collect them (note in roll book/sign attendance sheet)

Bomb Threat

- ⇒ Wait for notice to evacuate **from DECS, POLICE or EMERGENCY SERVICES.**
- ⇒ Account for all children by thoroughly checking all rooms and the yard, check roll book/attendance record
- ⇒ Staff to take roll book/attendance folder
- ⇒ Doors and windows left open
- ⇒ Accompany children to the safe area as designated by the Director or emergency services and supervise the children, help them to feel reassured and stay calm until the emergency has passed
- ⇒ Allow students to leave your supervision **ONLY** to their parents or someone authorised by their parents to collect them and note in roll book or attendance sheets accordingly

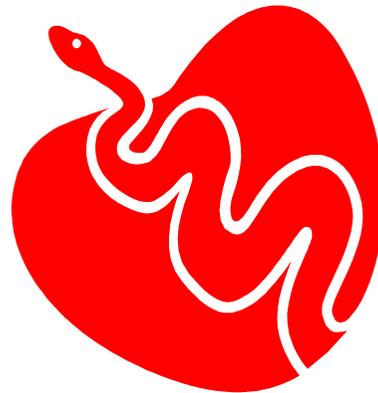
For OHS&W

- ⇒ Remove any dangerous equipment if possible or prevent children from accessing it. ...barricade it safely, supervise until it can be removed.
- ⇒ Inform Director
- ⇒ Record hazard on "Hazard risk form", these are located behind office door.
- ⇒

DO NOT ENTER
situation in progress
we have evacuated the premises

MELROSE RURAL CARE - 8666 2145

DO NOT ENTER
Snake in yard
Please use front door



MELROSE RURAL CARE - 8666 2145