

**Currumbin Kids Club**

**Ph: 0434 125 461**



## **7.2.1 Emergency and Evacuation Procedure**

Between 8:15am and 3:30pm on school days, all CKC staff are to follow directions of Education QLD authorities and school emergency procedures

### **In an event you identify a fire evacuation or emergency:**

- Ensure those in your care are safe
- Telephone the Administration Office (Internal phone numbers: 311, 355, 344, 322. If using CKC mobile phone; 5559 6333)
- Identify yourself. Explain the nature and location of the emergency. Hang up.
- Commence emergency procedure according to the risk assessment

### **Fire Alarm/ Building Evacuation:**

- 3 sharp whistles indicate that Educators and children should assemble on the school oval next to the swimming pool (Area One)
- The WHS Office or Responsible Person (on shift) will liaise with emergency services personnel (fire, police, ambulance) who attend the alarm/evacuation

### **Evacuation of Building:**

- WHS Officer or Responsible Person (on shift) will direct Educators and children and walk by the safest observable route to the Evacuation Area.
- Emergency Backpacks will be collected and WHS Officer or Responsible Person on shift (dress in a bright coloured vest) and complete a roll call

### **Tsunami Alert Evacuation of OSHC:**

- WHS Officer or Responsible Person (on shift) will assemble all children and other adults and walk to the safest area observable route to the Junior Playground area beside Westview Street. The WHS office or Responsible Person (on shift) will coordinate an orderly walking evacuation of children, Educators and others up to the park by the water tower at the top of Currumbin Hall via **Alpha Avenue**.

### **Lock Down or Shut In:**

- As per Currumbin State School Waltzing Matilda will play over the loudspeaker. All doors will be closed, and children will be asked to sit on the floor. Educators and children should remain "out of line-of-sight" as much as possible.