



## Emergency and Evacuation Policy

Authorisation	DSCC Management Committee
Review Date	January 2023
Approved Date	31 January 2023
Next Review Date (Frequency)	January 2024 (1 year) or sooner as required.
Relevant Documents	Attachment 1 - Evacuation Diagram and Procedures

### AUTHORISATION

This policy was reviewed and adopted by the Dawson Street Child Care Co-operative (DSCC), at a committee meeting on the Approved Date defined above.

### POLICY STATEMENT

#### Values

DSCC is committed to:

- providing a safe environment for all children, staff and persons participating in programs at DSCC
- having a plan to manage emergency situations in a way that reduces risk to those present on the premises.
- ensuring effective procedures are in place to manage emergency incidents at the service.
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service.

#### Purpose

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Dawson Street Child Care Co-Operative (DSCC)
- raising the awareness of everyone attending DSCC about potential emergency situations and appropriate responses.

#### SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day-to-Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of DSCC, including during offsite excursions and activities.

## BACKGROUND AND LEGISLATION

### Background

The *Education and Care Services National Regulations 2011* define an emergency in relation to an education and care service as any situation or event that poses an imminent or severe risk to the persons at the service premises e.g. flood, fire or a situation that requires the service premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response and recovery. Services are required to have policies and procedures in place detailing what needs to be done in an emergency, including an emergency and evacuation floor plan. These policies and procedures must be based on a risk assessment that identifies potential emergencies relevant to the service (Regulation 97).

Early childhood services have a duty of care to all attending the facility including the children, staff, volunteers, students, visitors, and contractors. It is also a requirement under the *Occupational Health and Safety Act 2004* that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

All services in Victoria are required to have an *Emergency Management Plan (EMP)* as part of their everyday 'best practice' operations. All education and care services listed on the Department of Education and Training (DET)'s Bushfire At-Risk Register are required as a condition of their service approval to submit their EMP to their regional office annually. DET provides *Emergency Management Plan Guidelines* and an *Emergency Management Plan* template to assist services develop and review their EMP (refer to *Sources* below for the link). All services must complete the required sections of the plan and lodge it with the relevant DET regional office. A copy should also be attached to this policy.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011* including Regulations 97, 98, 168(2)(e)
- *National Quality Standard*, including Quality Area 2: Children's Health and Safety
- *Occupational Health and Safety Act 2004*

### DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Attendance record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158).

**Country Fire Authority (CFA):** CFA respond to a variety of fire and emergency incidents. They are also involved in a range of other activities including:

- fire safety building inspections
- delivering community awareness, education and safety programs
- post-incident analysis and fire investigation
- fire prevention planning and land use planning at a municipal level.

**Duty of care:** A common law concept that refers to the responsibilities of a service to provide an adequate level of protection against harm and all reasonably foreseeable risks.

**Emergency:** Includes any situation or event that poses an imminent or severe risk to the persons at the education and care service premises e.g. flood, fire or a situation that requires the service premises to be locked down (National Regulations, page 21).

**Emergency Management Plan (EMP):** A written set of instructions for the service to prepare for and respond to emergencies. A guide to preparing an emergency plan and an *Emergency Management Plan* template are available on the DET website (refer to *Sources* below). Attachment 1

**Hazard:** A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

**Incident, Injury, Trauma and Illness Record:** Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. The Approved Provider must ensure an *Injury, Trauma and Illness Record* is kept in accordance with Regulation 87 of the *Education and Care Services National Regulations 2011* and kept for the period of time specified in Regulation 183. A sample is available on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au) (search 'Sample forms and templates').

**Planned closure:** services identified as being at high fire risk and on the DET's Bushfire at-Risk Register will close on days determined to have a fire danger rating of Code Red by the Emergency Management Commissioner. Where possible, four to seven days' notice of a planned closure will be provided. Services not on the Department's Bushfire at-Risk Register will remain open, unless directly threatened by fire or another emergency.

**Metropolitan Fire Brigade (MFB):** provide a fire and rescue service and are the first to respond to specific medical emergencies. The MFB aims to reduce the incidence and impact of fire and other emergencies on the community. This is achieved through the delivery of educational strategies that assist the community to become more self-reliant, including:

- fire safety building inspections and checking fire-fighting equipment.
- delivering community awareness, education and safety programs.

**Notifiable incident:** An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the *Guide to Incident Notification* on the WorkSafe Victoria website: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**Risk management:** A structured approach to managing uncertainty related to a threat; a sequence of activities including the identification, assessment and prioritisation of risks followed by co-ordinated and economical application of resources to minimise, monitor and control the probability and/or impact of those risks.

**Serious incident:** A serious incident (regulation 12) is defined as any of the following:

- the death of a child while being educated and cared for at the service or following an incident at the service.
- any incident involving serious injury or trauma while the child is being educated and cared for, which
  - a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
  - the child attended or ought reasonably to have attended a hospital e.g. a broken limb\*

- any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis\*
  - \*NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma are required to be notified, not other health matters.
- any emergency for which emergency services attended. NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution.
- a child appears to be missing or cannot be accounted for at the service.
- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child was mistakenly locked in or out of the service premises or any part of the premises.

Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.

**State of emergency:** A situation in which the government is granted special powers, by constitutional or legal provision, to deal with a perceived threat to law and order, or public safety.

**WorkSafe Victoria:** The manager of Victoria's workplace safety system. WorkSafe Victoria:

- strives to prevent workplace injuries, illness and fatalities.
- provides benefits to injured workers and helps them to return to work.
- enforces Victoria's occupational health and safety laws.
- provides reasonably priced workplace injury insurance for employers.
- provides an emergency response service 24 hours per day.

## SOURCES AND RELATED POLICIES

### Sources

- Australian Standards: Planning for emergencies in facilities (AS 3745–2010) available from [https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637\\_SAIG\\_AS\\_AS\\_281639/](https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637_SAIG_AS_AS_281639/)
- Department of Education and Training, *Guide to Preparing an Emergency Management Plan*: [https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlan\\_EarlyChildhood.docx](https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlan_EarlyChildhood.docx)
- Department of Education and Training, *Emergency Management Requirements*: <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx>
- Metropolitan Fire Brigade: [www.mfb.vic.gov.au](http://www.mfb.vic.gov.au)
- Country Fire Authority: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)

- State Emergency Service: [www.ses.vic.gov.au](http://www.ses.vic.gov.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

### **Service policies**

- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Delivery and Collection of Children Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Occupational Health and Safety Policy*
- *Staffing Policy*
- *Supervision of Children Policy*

### **PROCEDURES**

**The Approved Provider and Persons with Management or Control are responsible for:**

- completing the DET *Emergency Management Plan* (refer to *Sources*), lodging this with the relevant DET regional office and attaching a copy to this policy.
- conducting a risk assessment to identify potential emergencies that the service may encounter (Regulation 97(2)) (refer to attached *Emergency Management Plan*)
- developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) (refer to attached *Emergency Management Plan*)
- appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (refer to attached *Emergency Management Plan*)
- developing an emergency and evacuation floor plan (Regulation 97(1)(b)) (refer to attached *Emergency Management Plan*)
- ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises (Regulation 97(4))
- ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at the service (Regulation 97(3)(a))
- ensuring that the rehearsals of the emergency and evacuation procedures are documented (Regulation 97(3)(b)) (refer to attached *Emergency Management Plan*)
- ensuring that those working at, or attending the service, have access to a phone for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed.
- identifying potential onsite hazards and taking action to manage and minimise risk (refer to attached *Emergency Management Plan*)
- ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting.
- ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted.
- ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems.
- providing a fully-equipped portable first aid kit (refer to *Administration of First Aid Policy*)

- keeping lock-down areas is a state of readiness so they are safe for children, staff and visitors to be used.
- developing a regular training schedule for staff to ensure that they are able to deal with emergency situations e.g. first aid, emergency management and OHS training.
- regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- developing procedures to debrief staff following emergency incidents.
- conducting checks of documentation and practices to ensure all requirements of this policy are being complied with
- notifying DET in writing within 24 hours of a serious incident (refer to *Definitions*)
- completing the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*) where required.
- notifying DET within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service (National Law: Section 174(2)(c); Regulations: 175(2)(b)&(c), 176)
- reporting notifiable incidents (refer to *Definitions*) in the workplace to WorkSafe Victoria
- engaging with the Metropolitan Fire Brigade and/or Country Fire Authority regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans
- identifying staff and children requiring additional assistance in the event of an emergency (refer to attached *Emergency Management Plan*)
- ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date.
- ensuring that an attendance record (refer to *Definitions*) is maintained to account for all children attending the service (Regulation 158)
- keeping a written record of all visitors to the service, including time of arrival and departure
- ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency.
- ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures.
- ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation.
- developing procedures to deal with loss of critical functions, such as power/water shut off.

**The Nominated Supervisor and Persons in Day-to-Day Charge are responsible for:**

- ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers, contractors, staff and relief staff are briefed and aware of the procedures.
- ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to *Supervision of Children Policy*)
- ensuring that the *Emergency Management Plan* (attached) is followed in the event of an emergency.
- testing alarms and communication systems regularly, such as on a monthly basis
- keeping lock-down areas is a state of readiness so they are safe for children, staff and visitors to be used.

- informing the Approved Provider of any serious or notifiable incidents (refer to *Definitions*) that must be reported to DET or WorkSafe Victoria.

**All other educators are responsible for:**

- implementing the procedures and responsibilities in this policy and the service's *Emergency Management Plan* (attached)
- supervising the children in their care and protecting them from hazards and harm (refer to *Supervision of Children Policy*)
- providing support to children before, during and after emergencies
- checking that the attendance record (refer to *Definitions*) is completed at the beginning and end of each session.
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used.
- checking that the emergency evacuation procedure is displayed in prominent positions and that all persons at the service are made aware of these (refer to attached *Emergency Management Plan*)
- rehearsing emergency evacuation procedures with the children at least once every 3 months (or more often, as required) and ensuring that these are documented (refer to attached *Emergency Management Plan*)
- providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- completing the *Incident, Injury, Trauma and Illness Record*, as required
- informing the Nominated Supervisor or Persons in Day-to-Day Charge or, in their absence, the Approved Provider or Person with Management and Control, about any serious incidents or notifiable incidents (refer to *Definitions*) at the service.
- attending first aid, emergency management and OHS training, as required.
- communicating with parents about emergency procedures
- raising children's awareness about potential emergency situations and appropriate responses.

**Parents/guardians are responsible for:**

- familiarising themselves with the service's emergency and evacuation policy and procedures and the service's *Emergency Management Plan* (attached)
- ensuring they complete the attendance record (refer to *Definitions*) on delivery and collection of their children (refer to *Delivery and Collection of Children Policy*)
- providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date.
- reinforcing the service's emergency and evacuation procedures with their child
- following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

**ATTACHMENT**

Attachment 1: Evacuation Diagram and Procedures

Attachment 2: *Emergency Management Plan template* (separately attached)

## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- review the policy to determine whether it adequately addresses a range of potential emergency situations.
- regularly seek feedback from everyone affected by the policy regarding its effectiveness particularly following an emergency.
- review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes.
- use information gained from checks on documentation and practices and the *Incident, Injury, Trauma and Illness Record* to inform proposed changes to this policy.
- revise the policy and procedures as part of the service's policy review cycle, or as required by legislation, research, policy and best practice.
- consult with emergency services such as the MFB and CFA, to ensure the policy and procedures meet current best practices.
- notify parents/guardians at least 14 days before making any change to this policy or its procedures unless a lesser period is necessary because of a risk.

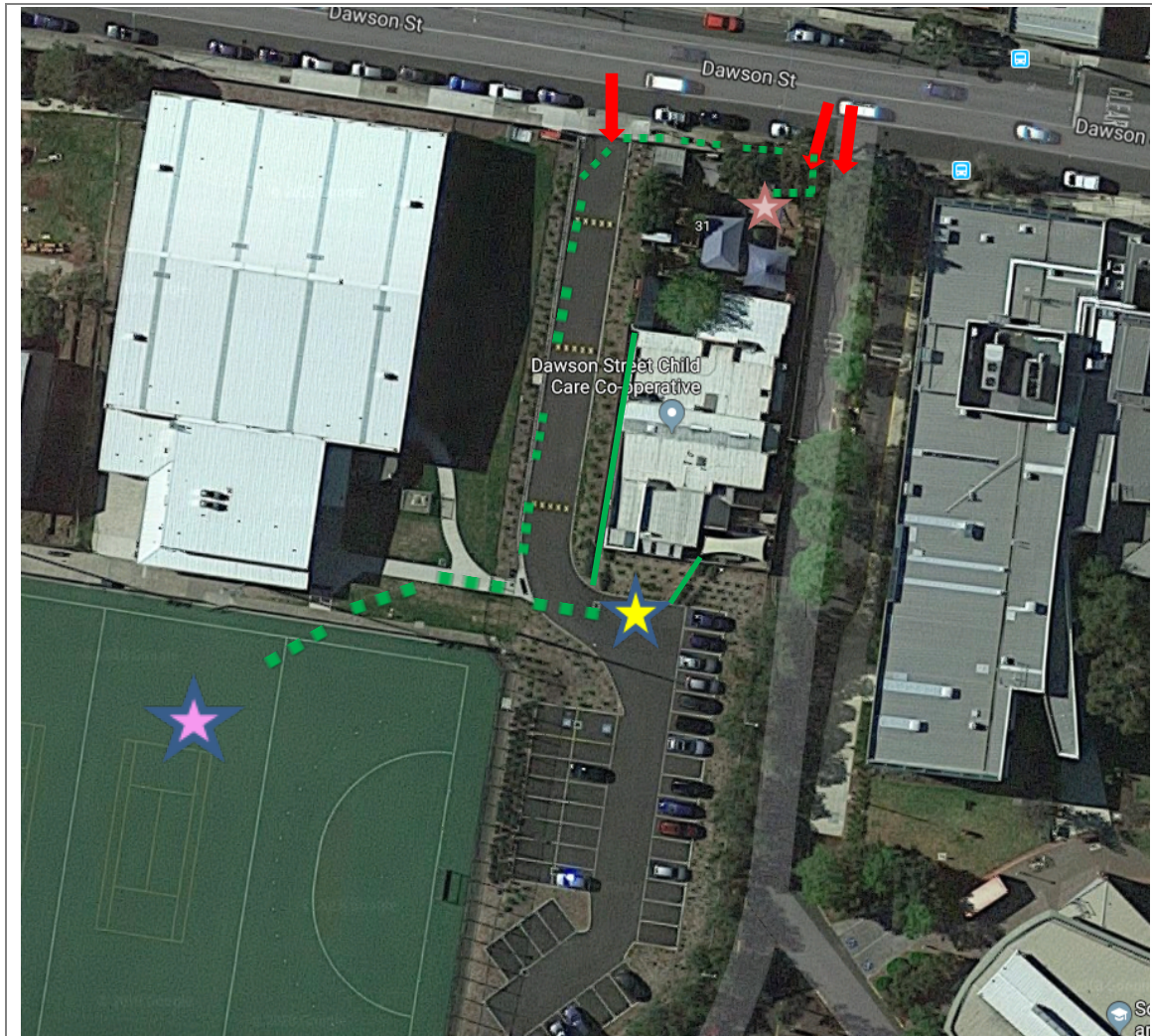
Date Reviewed	Details of Changes (if any)	Date of Next Review
January 2023	Reviewed, no changes.	January 2024
November 2021	Policy updated with latest maps, evacuation routes and procedures	November 2023
April 2018	Updated references	April 2019
April 2017	Review of Emergency Management Plan	April 2018
April 2016	Minor changes only	April 2017
July 2015	Minor changes	July 2016
May 2014	Minor changes only	June 2015
June 2013	Updated in accordance with new legislation and regulations	June 2014
March 2012	Including details of new legislative framework and regulatory requirements	January 2013
March 2011	Minor amendments to refer to DET publication	January 2012
January 2010	Incorporation of updated Children's Services Regulations	January 2011
January 2009	Further details of emergency procedures.	January 2010
October 2007	Initial DSCCC policy based on 2006 KPV Emergency Management Policy.	October 2008









# ATTACHMENT 1 - EVACUATION PROCEDURES

## AREA MAP

Date Area Map Validated: 7/1/2023



Legend	
Primary off-site assembly point	
Route to Primary off-site assembly point	
Secondary off-site assembly point	
Route to Secondary off-site assembly point	
Emergency services access point	
Alternative to Primary off-site assembly point where access to the Primary point is blocked by the emergency	

## 11 EVACUATION DIAGRAM

Date Evacuation Diagram Validated: January 2023

# EVACUATION DIAGRAM

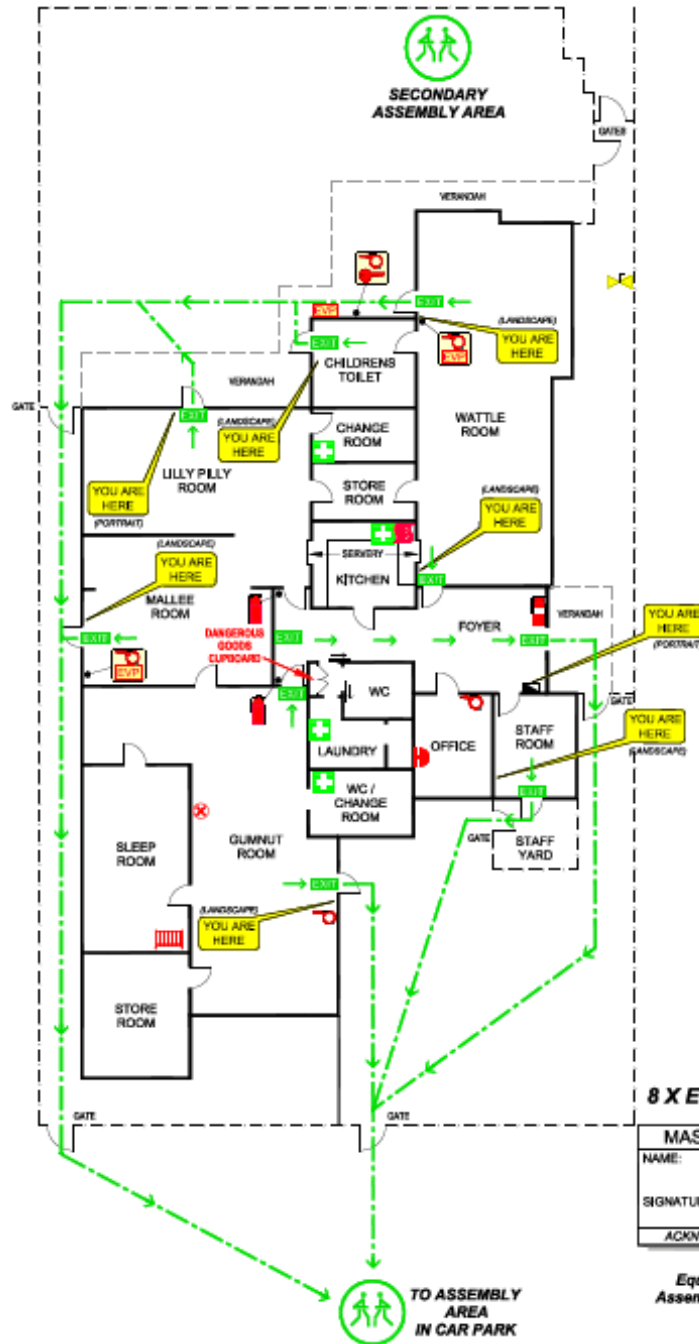
## DAWSON STREET CHILDREN'S CO-OPERATIVE

### 31 DAWSON STREET, BRUNSWICK, VIC, 3056



Moreland City Council

DAWSON STREET



**TOTAL**  
8 X Evacuation Diagrams

MASTER PLAN SIGN-OFF	
NAME:	
SIGNATURE:	DATE:
ACKNOWLEDGEMENT OF APPROVAL	

*Prior to Signoff:*  
Equipment, Room names & Assembly Area(s) to be finalised.



**IN THE EVENT OF FIRE**

**R** REMOVE ALL PERSONS IN IMMEDIATE DANGER TO SAFETY.

- EDUCATORS TO REMOVE CHILDREN/OCCUPANTS TO A SAFE AREA VIA THE NEAREST EXIT.
- ENSURE ALL AREAS ARE SEARCHED THOROUGHLY FOR CHILDREN/OCCUPANTS

**A** ALERT OCCUPANTS.

- SOUND AND/ OR LOUD WHISTLE BLASTS AND /OR BUILDING EVACUATION TONE
- CONTACT EMERGENCY SERVICES, DIAL 000

**C** CONTAIN FIRE / SMOKE.

- CLOSE DOORS AND WINDOWS TO RESTRICT THE FIRE FROM SPREADING.

**E** EVACUATE TO YOUR ASSEMBLY AREA, COMPLETE HEAD COUNT & REMAIN THERE UNTIL THE ALL CLEAR IS GIVEN BY EMERGENCY SERVICES.

- EVACUATE VIA THE CLOSEST EXIT DOOR / GATE AND PROCEED TO THE DESIGNATED ASSEMBLY AREA.
- ENSURE ALL CHILDREN/OCCUPANTS ARE ACCOUNTED FOR. REPORT ANY UNACCOUNTABLE CHILDREN/OCCUPANTS TO THE CENTRE MANAGER AND /OR EMERGENCY SERVICES.
- ONCE EVACUATED, DO NOT RE-ENTER THE BUILDING UNTIL THE ATTENDING EMERGENCY SERVICES HAVE GIVEN THE 'ALL CLEAR'.

**LEGEND:**

FIRE HOSE REEL	EXTINGUISHER COP	ASSEMBLY AREA
FIRE BLANKET	EXTINGUISHER WATER	FIRST AID KIT
EVACUATION WHISTLE	GAS ISOLATION VALVE	DIRECTIONAL ARROW
EMERGENCY GATE KEY	EVACUATION PACK	EXIT
SWITCH BOARD	EGRESS BUTTON	PATH OF TRAVEL

Emergency Prepared Training and Consulting  
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Design Date: 03 MARCH 2021	DOCUMENT CONTROL
Review Date: 03 MARCH 2025	Revision Date:
DWG No.: DSSC-00	REV: 00

## Evacuation Procedure

### EMERGENCY EVACUATION PROCEDURES

It must be remembered that there may be a number of emergencies other than fire in the child care centre that could necessitate an evacuation e.g.,

- Fire in the neighbouring premises
- Bomb threat
- Severe weather event
- Gas from a damaged main or pipe
- Motor vehicle accident nearby
- Toxic fumes from a chemical spill

For more possible examples please see the Potential Emergency Risk Assessment in the Centre's Evacuation folder located on foyer notice board. All the above situations must be considered as possible threats to the child care centre. Staff members should be aware of their responsibilities to lessen the impact of any of the above situations by being familiar with any directives issued under statutory rules and regulations as well as this evacuation procedure.

**IN ANY OF THE ABOVE EMERGENCY SITUATIONS CALL 000**

### EMERGENCY EVACUATION PROCEDURES

Should fire occur in any surrounding building including the child care centre, the following action should be taken:

1. Remove all children from the immediate danger area and if possible, close the door to confine the fire.
2. Raise the alarm immediately by blowing a whistle. The whistle will be sounded until it is confirmed that everybody has heard it and commenced evacuation.
3. Whistles are located in the kindergarten room (on divider wall near entry doors), Wattle room (left side of door to outside), Gumnut room (right side of door to outside), Kitchen (right entry wall), Office (right side of door).
4. Telephone Fire Brigade on "000" from the nearest accessible phone which are located in the office, kitchen and staffroom. Person in charge at the time to carry a mobile phone.
5. Each room has an evacuation bag which is kept in their room.
6. Staff members and parents will, on hearing the whistles, stop all activities immediately and walk the children via the nearest safe exit to the selected assembly area. All efforts must be made to keep the children together during the evacuation.
7. The iPads with daily attendance records and emergency contact lists/numbers are to be picked up by a staff member from each room so a roll call can be made at the assembly area.
8. If it is safe to do so, close all doors after checking the bathroom, office and kitchen prior to leaving the building.
9. After the children have been cleared from the immediate danger area, staff may, if safe to do so, attempt to extinguish the fire with a fire extinguisher.

All staff, children and visitors on duty should familiarize themselves with these procedures and the centre emergency exit plans displayed through the centre.

#### ASSEMBLY AREAS

Two assembly areas have been selected:

1. All children are to be directed to the rear of the child care centre through the Gumnut Room and outdoor yard to the secondary school car park. Should this assembly area become unattainable because of smoke or other problems then the secondary area is to be used.
2. The secondary area is the front yard towards Dawson Street.  
Remember: The location of the fire will dictate exit routes and assembly areas to be used.

#### TRIAL EVACUATIONS

Trial evacuations and lockdowns should be carried out on a regular basis, using alternative exit routes and assembly areas. It is suggested that these be carried out at least once every three months to ensure staff and children are familiar with these procedures.

#### LOCKDOWN PROCEDURES

Examples of lockdown procedure may be bad weather, chemical spills, dangerous/threatening persons, unwanted intruder, drug affected persons, external disturbance, dangerous animals.

When there is a foreseeable threat of harm to staff, children or visitors the following procedure should be followed:

1. The Fire Warden is to make the announcement that the centre is in lockdown mode, meaning that staff, children and visitors may not vacate the centre until the perceived threat of harm has been eliminated/resolved.
2. The Fire Warden is to raise the alarm by blowing the whistle and calling "Lockdown".
3. The Fire Warden must call "000" emergency services assistance immediately.
4. All staff will assist in securing the building within their own work area and switch off all lighting, ~~ie~~ Lock all doors, windows and entry and exit points.
5. Children are to be assembled in the Gumnut Room in the area next to the sleep room.
6. Once assembled, staff are to conduct a roll call of all staff, children and visitors.
7. Staff are to bring sign in and out sheets, evacuation bags, all relevant medications.
8. Director/office staff to bring mobile phone and staff folder.
9. Staff, children and visitors are to stay in lockdown mode until the Fire Warden person announces the all clear.

## In Case of Fire



**R**emove persons from immediate danger.



**A**lert nearby personnel and the Chief Warden, call 000.



**C**onfine fire and smoke. Close windows and doors (if safe).  
Keep low, under the smoke.



**E**xtinguish or control the fire (if safe to do so).