**Charnwood-Dunlop School**

Bettington Circuit, Charnwood ACT 2615

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School policy: **Emergency and Evacuation Policy**

Related document: **Fire Alarm and Lockdown Procedure**

An emergency can develop from a number of causes including fire, bomb threat, suspicious person or item, structural faults, chemical spill, leakage of gas, civil disorder.

In the case of an emergency at Charnwood-Dunlop Preschool all staff must follow the procedure outlined below:

* As soon as a member of staff becomes aware of a potential emergency situation they contact the front office on 62057322 and emergency services on 000 if required
* If the emergency situation requires an evacuation then the Evacuation Procedures are followed
* If the emergency situation requires a lockdown then the Lockdown Procedures are followed

Whole school emergency evacuation drills are conducted every term so that staff and students are aware of the emergency warning signals, the evacuation or lockdown procedure and the use of escape routes. Emergency evacuation and lockdown drills are recorded.

Emergency and evacuation floor plans and instructions are displayed in a prominent position near main exit areas.

Ready access to operating telephone services or other communication is available for all preschool staff.

A lockdown and emergency evacuation process will be conducted every three months followed by an evaluation and review. A record of these practices is kept at the front office of the school.