

- Children's and staff's sign-in sheets, the visitor book and the list of contact numbers will be collected by the Team Leader or designate.
- The Centre emergency kit (which sits in shed) will be retrieved by staff designate.
- The Team Leader or staff designate will carry a mobile phone for ease of contact.
- A designated staff member will check the Centre to ensure no one is left in the building.
- Once at the assembly area, a roll call will be made to account for all children, staff and visitors.
- All children and staff will remain at the assembly area until the "All clear" is given.

Fire:

- If a fire is discovered, activate the fire alarm immediately.
- Dial 111. State "FIRE" and provide exact location and type of fire. Dial 6111 to alert Security.
- Contain the fire by closing doors if it is safe to do so.
- Extinguish the fire if it is safe to do so and you have been trained for it. Do not re-enter the building to do this if everyone has been evacuated from the bui

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- All staff and other relevant parties involved will be given the opportunity to provide feedback on the effectiveness of actions taken and procedures in place.
- Any lapse identified will be addressed either via a review of the appropriate policy / procedure, or making staff training and information available as required.
- A meeting will be held with all staff to share findings of the review and relay any change(s) made.
- Where relevant, information will be shared with others who need to know.