

## EVACUATION PROCEDURE

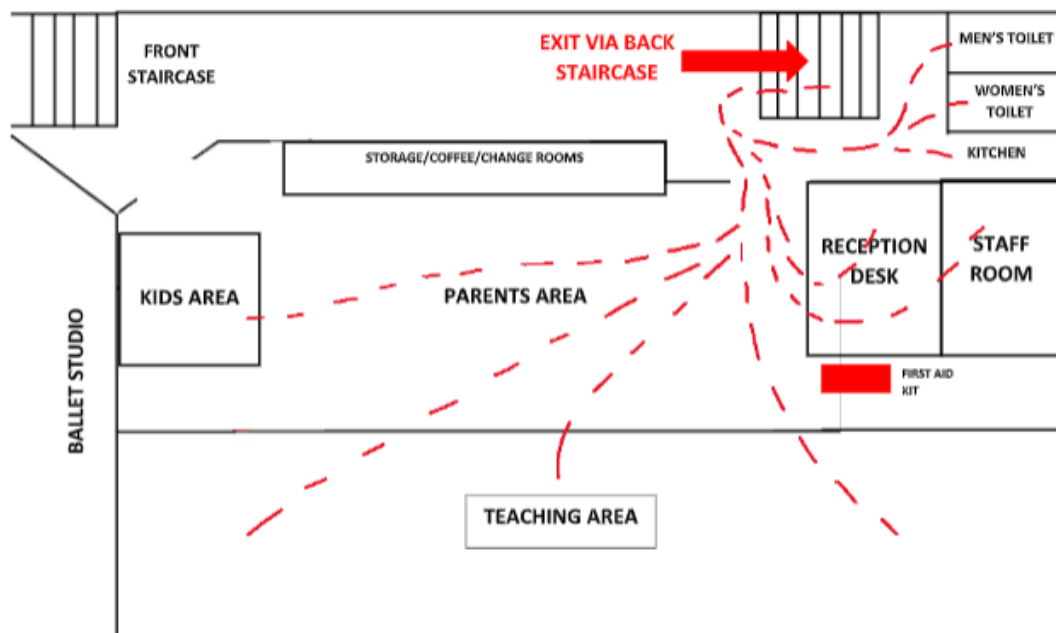
- Staff members will advise if there is an emergency that requires evacuation. All activities are to be ceased.
- Remain calm and follow the directions of the senior instructor / administration officer.
- All personal belongings are to be left inside the building.
- Instructors will lead parents, children and students to the evacuation meeting point via the appropriate exit, across the road and to the emergency meeting point. One instructor is to be stationed at the front of the building for emergency crews.
- The administration assistant will do a final sweep of the building, to ensure all internal rooms and bathroom / kitchen are vacated. Administration will alert surrounding buildings if appropriate.
- Administration assistants will call emergency services.
- No one is permitted to enter the building once evacuated for **any reason** or leave the group at any time (including in a vehicle). Instructors will have a roll call at the emergency meeting place.
- Remain at the evacuation point until instructed to move elsewhere by emergency personnel.

### EMERGENCY PHONE NUMBERS:

- |                               |           |                                       |
|-------------------------------|-----------|---------------------------------------|
| • Emergency Services          | 000       |                                       |
| • Australian Federal Police   | 131 444   |                                       |
| • Poison Control              | 131 126   |                                       |
| • Calvary Hospital:           | 6201 6111 | (Corner Belconnen Way & Haydon Drive) |
| • Ginninderra Medical Centre: | 6112 7111 | (Nettlefold Street Belconnen)         |

**KMAA ADDRESS: UNIT 5, 54 WEEDON CLOSE BELCONNEN ACT 2617**

*(Direct Emergency Services to Wignall place - if appropriate)*



**EMERGENCY ASSEMBLY POINT: WIGNALL PLACE, OPPOSITE KMAA.**