**The Secret Garden Preschool fire evacuation procedure:**

1. Sound the alarm (blowing the whistle once), whistles are located in the office, kitchen, classroom and on all educators.
2. Director Alisha or supervisor Haidee to collect phone and electronic sign in IPAD and evacuation bag and first aid kits (located near back door and office).
3. Director Alisha or supervisor Haidee to check the washrooms and the room to ensure all children have evacuated, then closes all doors and switches lights off.
4. One of the other available staff members to wait at the nearest exit until all children have evacuated the building. All other staff members in the room direct children through the closest exit and away from the building, to a designated area (back gate next to sand pit, or drive way next to building).
5. All children remain with their group in a designated area away from the building  
   until:
   1. Phone 000, directions to centre given
   2. Attendance is taken.
   3. Parents of children called
   4. Follow instructions of fire department

**Evacuation Locations**

In the event of a fire, or for any other reason that an evacuation from the centre is required,  
The Secret Garden has made arrangements with the following locations. See maps for directions from centre.

**The Secret Garden Preschool lock down procedure:**

1. Educator who identifies a risk worthy of a lockdown verbally communities to all educators “Elvis is in the building”.
2. Teachers lock all doors and shut all blinds
3. One teacher escorts children to the office or into circle on the mat depending on the threat. If children are in the office, Director Alisha or Supervisor Haidee checks the room is fully cleared of people.
4. Collect Ipad, emergency bag, first aid kit and phone
5. All staff do a head count and check role to account for all children. If necessary, the children will be moved to a neighbouring property.