**Invacuation Procedure**

Victor Harbor Community Kindergarten        Issue 6
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**Procedure to “Come In”**
For Danger in the Outside Environment

Staff member who is alerted to potential threat will raise the alarm by using their voice and telling children to “**Come In NOW**”. All staff will support by giving directions to children and visitors to enter the building quickly and safely. Assemble at large mat area. Call the roll.

ECW to phone appropriate authorities or **000**. Other Staff to lock doors and pull down blinds and assemble at Mat. Director will ensure that Learning Together @ Home and Family Day care staff are notified.

Considering type of threat it may be advisable for all children /adults to remain quiet in identified position until further instruction is given.

Adults must model calm and controlled behaviour and parents in attendance must abide by instruction of Director at all times.

When Director gives all clear, children and adults may disperse.

Ring appropriate authorities according to the problem

Review 2014