



Health and Safety

for congregations

Emergency Evacuation

Evacuation signal

- You should include information here about the sound of the evacuation signal

Evacuation procedure

- Activate the alarm
- Call 000 immediately and provide relevant information
- First aid coordinators should assist injured and notify emergency responders of any medical emergency
- Exit the building following the emergency evacuation floor plan
- Assist anyone who has limited mobility and children to the evacuation point
- If you have any children in your care, ensure someone is allocated to check all areas
- to ensure everyone has been evacuated, take an operating phone to the evacuation point and attendance lists
- Ensure all staff, contractors, volunteers and any children in our care are accounted for, ensure you have emergency numbers with you for parents when children are in our care
- It is important to reconnect children with their parents to avoid panic. If children are in our care and away from their parents, the emergency coordinator should notify them immediately

Returning to the area

- No one is to return to the area until the area is safe