**PALMER STREET EVACUATION PLAN**

An evacuation drill helps us to practice leaving the building calmly, quickly and safely. We do drills on days that are safe so we can practice what to do in case we ever have an emergency such as a fire.

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| When there is an Evacuation Drill the fire alarm sounds. | [Related image](https://www.google.com.au/imgres?imgurl=https://www.choice.com.au/~/media/5bcb365d7f3b45e8a4be61843d476ce8.ashx?jq%3D80%26w%3D994%26h%3D559&imgrefurl=https://www.choice.com.au/home-improvement/safety-and-security/smoke-alarms/buying-guides/smoke-alarms&docid=y-8FOsIBKdwkCM&tbnid=w32ZhZ_oQ0eHVM:&vet=1&w=994&h=559&bih=719&biw=1536&ved=0ahUKEwjYvM3MsJjQAhWCGZQKHf32DEUQxiAIAg&iact=c&ictx=1) | |
| When we hear the fire alarm or if staff call out “Evacuate” we walk calmly out the nearest door and walk to the front of the house. | A door to a house  Description automatically generated | |
| We go to a special safe area.  We wait safely by the mailbox. | A concrete sidewalk with a box on it  Description automatically generated | |
| Staff bring:   * an Evacuation Pack * and put the Fluro vest on   These are in the staff room. | An orange backpack with a black cord plugged into a wall  Description automatically generated | Day/Night Fluro YELLOW / LIME Hi-Vis Vest - 2XL |
| We stay by the mailbox and count to make sure everyone is out of the building. | C:\Documents and Settings\julie.KYEEMAINC\Local Settings\Temporary Internet Files\Content.IE5\63O7BI29\MC900371082[1].wmf | |
| We wait with everyone until the worker wearing the Fire Warden hat tells us to return to the building. | K:\DayPrograms\Photos\OH&S\Emergency Assembly Point sign and Fire drill pics Feb 2013\Fire Drill pics Lalor St 014.jpg | C:\Documents and Settings\julie.KYEEMAINC\Local Settings\Temporary Internet Files\Content.IE5\99QNALKT\MC900233154[1].wmf |