

Emergency Communications Plan

Planning

Our proactive communications will include:

- Emergency Communications Plan information is included in our Enrolment Pack.
- We request emergency contact details on enrolment
- The kindergarten office maintains a register of family and emergency contacts for all kindergarten children and staff.
- A reminder to update emergency contact information is sent out twice per year by the kindergarten office.
- A copy of family and emergency contacts for all kindergarten children is kept in the main office Emergency Folder in the event of an Emergency Evacuation. A copy is also kept in the Emergency Lockdown Folder in each of the designated lockdown spaces.
- A summary of practice drills is completed by teachers and is kept on file should parents wish to see.

Response

Our emergency response communications plan for parents, caregivers and other includes:

- The Person Responsible will prepare a relevant text message that will be forwarded to each rooms lead teacher, this message includes a request for confirmation of receipt. Each room's teachers will be responsible for ensuring this message is sent out to the parents or guardians of children in attendance.
- If no reply is received in a timely manner, then emergency contacts will be notified.
- The Person Responsible will coordinate with parents in collaboration with emergency services to arrange collection of children when it is safe to do so.
- Parents must sign their children out when collecting them.

Signed: *J. Maceod*

Designation: *Head Teacher*

Dated: 8 / 8 / 2022

Next Review Date:

8 / 8 / 2023.

This is to be reviewed at least annually