



Emergency Provisions – procedure

The school and kindergarten will hold sufficient emergency provisions for use in the event of a natural disaster or other event that may prevent students and staff from leaving the school grounds for an extended period.

The location of emergency provisions will be known by staff and the provisions will be checked once a term to ensure that they are up to date and sufficient.

Contents of provisions

Adequate food for 70 students and 12 staff for 24 hours
Blankets for 82 in case of an overnight stay
2 torches
Candles
Matches
Radios – including car radios
Toilet paper for 24 hours
Plastic bags and buckets for emergency toilets
First aid kit
Drinking water for 24 hours
Emergency contacts for all staff and students

Signed: Designation:

Dated: ____/____/____ Review Date: ____/____/____

Emergency provision check list

What	Quantity	Location	Date last checked
Blankets	10 double 8 single	Emergency wheelie bin in kindy cloakroom	
	Emergency blankets x 10	Emergency wheelie bin in kindy cloakroom	
Food	10kg rice	Emergency wheelie bin in kindy cloakroom	
	5kg lentils	Emergency wheelie bin in kindy cloakroom	
	5 packs biscuits	Emergency wheelie bin in kindy cloakroom	
	500g raisins	Emergency wheelie bin in kindy cloakroom	
	Baked beans for 30	Emergency wheelie bin in kindy cloakroom	
	16kg oats	Emergency wheelie bin in kindy cloakroom	
Radios	Between 1-6	In staff cars on site	
	Solar powered wind up torch radio	Emergency wheelie bin in kindy cloakroom	
Torches	3	1 in wheelie bin, one in office	
Candles and matches	many	Emergency wheelie bin in kindy cloakroom	
Water	400 litres	Tanks outside Octagonal classroom	
Water purification tablets	Enough for 100 litres	Emergency wheelie bin in kindy cloakroom	
Phone lists		Office	
Emergency contact details	1	Office	
Plastic bags	15 rubbish sacks	In Kindergarten cleaning cupboard	
Buckets	6	In container	