**LALOR 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) | | |
| K:\DayPrograms\Photos\OH&S\Emergency Assembly Point sign and Fire drill pics Feb 2013\Fire Drill pics Lalor St.jpg  When we hear the fire alarm or if staff call out “Evacuate” we walk calmly out the nearest door and walk to the front garden nearest Bridgewater Rd. |  | | |
| Do not go into a room that has yellow and black tape on the door.  This means it has been checked and is empty. | K:\DayPrograms\Photos\OH&S\Emergency Assembly Point sign and Fire drill pics Feb 2013\Fire Drill pics Lalor St 017.jpg | | |
| We go to a special safe area.  A sign there says EMERGENCY ASSEMBLY POINT. |  | | |
| Staff bring:   * an Evacuation Pack and * the list of who is here today (Taxi folder)   These are in the Admin / front entrance area. |  | |  |
| We stay near the sign 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 | |