

Red Vest	Chief Emergency Warden <i>(If the Chief Emergency Warden is off the premises, the Responsible Person must take on this role).</i> <ul style="list-style-type: none"> • Elizabeth Urquhart – Monday and Tuesday • Sharon Moran - Wednesday • Melissa Murphy - Thursday and Friday
White Vest	Emergency Warden <ul style="list-style-type: none"> • Jennah Dickinson - Monday to Friday • Mariana Brediceanu – Monday to Friday
FIRST AID OFFICERS:	<ul style="list-style-type: none"> • All permanent Teachers and Educators in the preschool
<p>In the case of LOCKDOWN, the person discovering the emergency to communicate this by loudly <i>(if safe to do so pending type of emergency)</i> saying 'LOCKDOWN' and immediately lock all the doors or windows nearest the potential danger.</p>	

1. **First person identifying the emergency to sound the evacuation alarm** by 3 short blows of the whistle if there is a need to evacuate for an emergency and let emergency wardens know of the emergency
2. **Chief Emergency Warden to CALL 000 IMMEDIATELY** to report the emergency
3. **Chief Emergency Warden to notify a Peakhurst Main Office** staff member of the emergency
4. **Staff to leave all materials and resources in room**, with safety being the priority
5. **Staff to keep children and visitor's calm**
6. **Staff to facilitate the evacuation** of children and any visitors/volunteers to the relevant Assembly point:
 - Stage 1 - Assembly Point is the vacant block next to Learning Links on the corner of Pindari Road
 - Stage 2 - Assembly Point is inside Peakhurst South Public School. (This involves using the marked crossing on Pindari Rd)
 - Stage 3 - Assembly Point is Gannon's Park – Pindari Road. (Walk left and head north down Pindari Road, cross 2 streets, enter park & walk across to toilets and shelter)
 - Walk don't run!
7. **Emergency Wardens to check all preschool indoor spaces and playground are evacuated** including toilets, all rooms, closing doors behind them if exiting
8. **Preschool Emergency Warden to get** (if possible):
 - safety hats
 - emergency exit keys (in each classroom)
 - portable first aid, asthma kit and medication
 - children's sign in sheets and roll books
 - fire blanket
 - then EXIT BUILDING
9. **Chief Emergency Warden to get the preschool mobile phone**
10. **Emergency Warden to conduct head count** of the children, staff, and visitors
11. **Emergency Wardens to meet after all persons are accounted for and safe**
12. **Preschool Chief Emergency Warden to meet with Peakhurst Chief Emergency Warden** to update on the status of the evacuation of persons from both buildings
13. **Chief Emergency Warden to meet with emergency services** on their arrival.

'DO NOT RE-ENTER BUILDING UNTIL EMERGENCY SERVICES GIVE THE ALL CLEAR'

