

<b>White Vest</b>	<b>Chief Emergency Warden</b> <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"> <li>• <b>Christine Costi</b> – Monday and Tuesday</li> <li>• <b>Sharon Moran</b> – Wednesday</li> <li>• <b>Christine Costi</b> – Thursday and Friday</li> </ul>
<b>Red Vest</b>	<b>Emergency Floor Warden</b> <ul style="list-style-type: none"> <li>• <b>Jannah Dickinson</b> – Monday to Friday</li> <li>• <b>Mariana Brediceanu</b> – Monday to Friday</li> </ul>
<b>FIRST AID OFFICERS:</b>	<ul style="list-style-type: none"> <li>• <b>All permanent Teachers and Educators in the preschool</b></li> </ul>
<p>In the case of <b>LOCKDOWN</b>, the person discovering the emergency to communicate this by loudly <i>(if safe to do so pending type of emergency)</i> saying <b>'LOCKDOWN'</b> 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'**

