

# Emergency Evacuation & Lockdown Procedures

## Preschool



<b>White Cap</b>	<b>Chief Emergency Warden</b> <ul style="list-style-type: none"> <li>• Belinda Afonso</li> </ul>	<b>Deputy Chief Warden</b> <ul style="list-style-type: none"> <li>• Responsible person</li> </ul>
<b>Yellow Cap</b>	<b>Area Warden</b> <ul style="list-style-type: none"> <li>• Christine Costi</li> <li>• Olesya Khegay</li> </ul>	<b>Deputy Warden</b> <ul style="list-style-type: none"> <li>• Thao Cartwright (M – W)</li> <li>• Halina Huang</li> <li>• Mabel Zuo (W – F)</li> </ul>
<b>Green Cap</b>	<b>First Aid Officer</b> <ul style="list-style-type: none"> <li>• Leonie Blackney</li> </ul>	<b>Deputy First Aid Officer</b> <ul style="list-style-type: none"> <li>• Dayna Peek</li> </ul>

In the case of **LOCKDOWN**, the person discovering the emergency to communicate this by pressing the doorbell located in the Yanada room that plays the West Minister Abbey chime. Staff members are to communicate **'West Minister Abby Door bell has rung'** and immediately relocate inside classrooms and lock all the doors or windows.

1. **First person identifying the emergency to sound the evacuation alarm** using 3 short blows of the whistle or air horn to identify evacuation route.
2. **Chief Emergency Warden to collect the preschool mobile phone, children's & staff sign in sheets and exit the building**
3. **Chief Emergency Warden to CALL 000 IMMEDIATELY** to report the emergency
4. **Chief Emergency Warden to notify Peakhurst Main Office (8525 8222)**
5. **Staff to leave all materials and resources in room**, to prioritise minimising risk and ensuring safety.
6. **Staff to keep children and visitor's calm**
7. **Staff to facilitate the evacuation** of children and any visitors/volunteers to the relevant Assembly point:
  - Stage 1 - Assembly Point is upper playground under shade sail near neighbour's fence.
  - Stage 2 - Assembly Point is the vacant block next to Learning Links on the corner of Pindari Road.
  - 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!

8. **Area Wardens** to check all preschool indoor spaces and playground including toilets and all rooms are evacuated,, closing doors behind them when exiting
9. **Area Warden to conduct head count** of the children, staff, and visitors. Mark Roll.
10. **Chief Emergency Warden to meet Area Wardens** to update on the status of the evacuation of persons from both buildings
11. **Chief Emergency Warden to meet with emergency services** on their arrival.

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

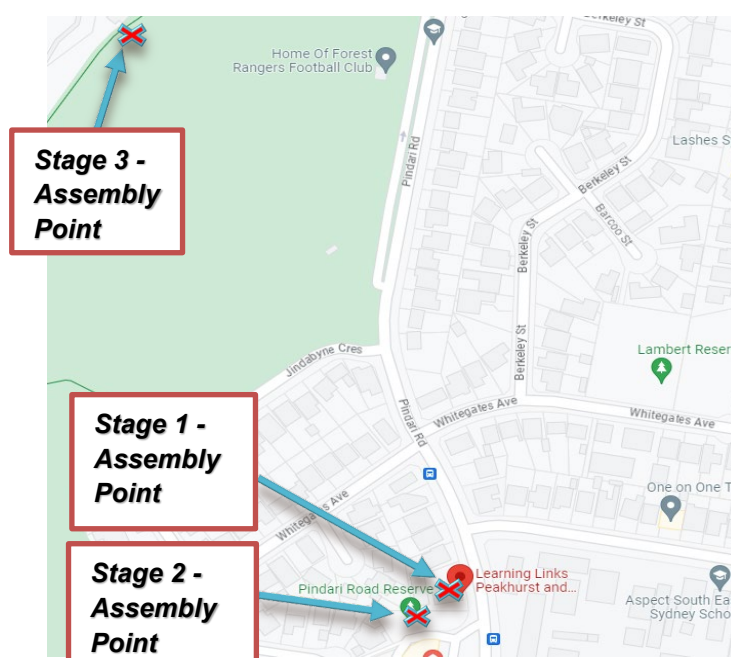
**Stage 1 - Assembly Point 1**



**Stage 2 - Assembly Point 2**



**Stage 3 - Assembly Point 3**



This document will be reviewed to incorporate current information, legislation and feedback as required.

Policy updated on: 22<sup>nd</sup> February 2024  
This document can be viewed on: Learning Links Intranet, Learning Links Preschool Website