

Red Hat	Chief Emergency Warden (If the Chief Emergency Warden is off the premises, a Responsible Person to take this role). <ul style="list-style-type: none"> • Sarah Herbert (Monday/Tuesday/Wednesday/Thursday) • Melissa Murphy (Friday)
White Hat	Emergency Warden <ul style="list-style-type: none"> • Sarah Carter • Mariana Bredecianu
FIRST AID OFFICERS:	<ul style="list-style-type: none"> • All permanent Teachers, Educators and Child Care Worker staff in the preschool

In the case of **LOCKDOWN** the person discovering the emergency to communicate this by loudly saying '**LOCKDOWN**' and immediately lock all the doors or windows nearest the potential danger.

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 visitors 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 Hurstville Golf Course (entry Lorraine Street, walk down Monterra St).
 - Walk don't run!
7. **Emergency Wardens to check all areas are evacuated** including toilets and 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 and staff time sheets.**
10. **Emergency Warden to conduct head count** of the children, staff and visitors.
11. **Emergency Wardens to meet after all persons are safe and accounted for.**
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'

