

Salisbury Heights Preschool - Emergency Procedures

Evacuation of building

Warning signal - continuous sounding of hooter (hooters located in kitchen and on shelf above children's sink in song mat area)

Sounded by adult discovering emergency

Muster point - proceed to tree marked with black and yellow tape near platform or follow staff member sounding hooter

Inside educators

- search and evacuate inside area
- outside educator to collect roll clipboard from table by front door
- collect roll book folder & visitor's book, mobile phone, asthma bag, medication hanger and emergency trolley. Close doors on the way out
- dial 000

Outside educators

- gather children and adults to assemble at muster point (tree marked with black and yellow tape)
- at least one educator to remain at muster point

At muster point

- check roll
- initiate search if necessary

Decision taken to remain on site or evacuate to:

- Salisbury Heights School, Ward Street, Salisbury Heights ph: 8258 7299
- notify police, families (mobile phone)

Emergency requiring inside muster

Warning signal - gong

Inside educators

- assemble children on song mat area
- remain with children

Outside educators - search and send children to mat area

Mark roll - initiate search if necessary

Contact emergency service

(use gong to signal prior to lunch & song group time daily as practice)

Persons at kindergarten alone

- be aware of entry and exit points, fire extinguishers, telephone, etc
- lock doors
- in emergency, evacuate and contact emergency service
- notify Director

Emergency numbers

000 - police, fire, ambulance

Fire 8204 3832 (Salisbury) 8204 3600 (Head Office)

Police 131 444 patrol attendance

8207 9411 Elizabeth

State Emergency Service

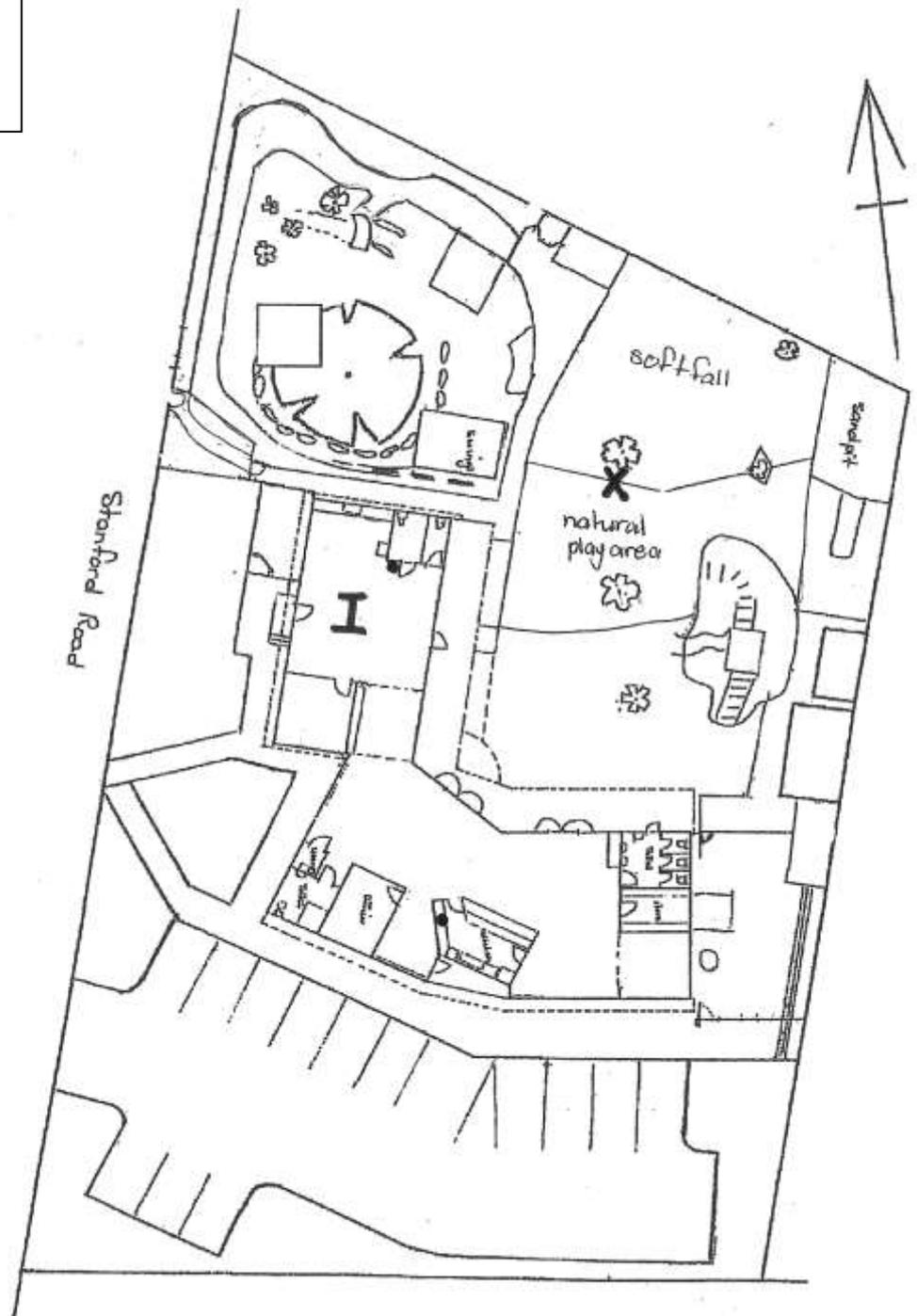
132 500 (flood & storm)

8463 4171 (Head Office)

● Hooter locations 2

X muster locations

I invacuation assembly



Visiting staff please check:

Allergy information - inside door top first aid cabinet

Serious medical conditions - as above