

Flinders Children's Centre & Tji Tji Wiltja Preschool

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Emergency Procedure

The staff member who sights the threat will blow continuous whistle blasts (whistles are located at each door exiting building and in yard duty bags) until all the children are accounted for. If the emergency is due to a snake, the staff member who sights the snake will alert another staff member who is in a safe area to blow continuous whistle blasts until all the children are accounted for.

In case of invacuation, staff member will stand at the building door and blow continuous whistle blasts until all the children are accounted for.

Staff responsibilities.

Inside staff member

- Collect roll
- Collect cordless phone
- Collect first aid kit
- Marshall children to assembly point

Outside area

- Marshall children to assembly point or staff member blowing whistle
- Call roll

Director/Certified Teacher

- Check rooms and yard to ensure every person has evacuated / closed all doors

Assembly points

For inside threat

- Assemble outside – in the sandpit area / staff car park

For outside threat

- Assemble to staff member blowing whistle
- Assemble inside through nearest doorway OR
- Leave premises through front entrance door to car park

Inside lockdown procedure

- Threat observed by staff member
- Assemble children in tv room, keep children quiet and calm
- Heads down
- Head count / roll
- Lock all exit doors

Created: January 2013

Amended: October 2018

Review: January 2019

Governing Council Chairperson

October 2018