



## 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 to the 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

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**Review Date: December 2022**

**Approved by Governing Council:**

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**Chairperson**

**February 2022**