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 staff**
- search and evacuate inside area
- collect roll book, cordless phone. Close doors on way out
- dial 000

**Outside staff**
- gather children and adults to assemble at muster point (tree marked with black and yellow tape)
- one staff member 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

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**Emergency requiring inside muster**

**Warning signal** - gong

**Inside staff**
- assemble children on song mat area
- remain with children

**Outside staff**
- search and send children to mat area

**Mark roll**
- initiate search if necessary

**Contact emergency service**
(Use gong to signal song group time daily as practice)

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**Persons at preschool 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
                        8463 4171 (Head Office)

- Hooter locations 2
X muster locations
I invacuation assembly