

# Emergency Procedure For Holden Hill Kindergarten (Internal and External Emergencies)

**WHEN YOU HEAR THE WHISTLE BLOWING,  
GO TO THE WHISTLE!**

1. Whistle is blown in continuous short loud bursts by the staff member identifying the hazard/emergency. The staff member walks to a safe place near an exit, depending on the hazard/emergency, while blowing the whistle to assemble the children safely. Whistles are hung near exits and in the shed.
2. Other staff member(s) need to:
  - Collect the roll book(s)
  - Collect the portable phone
  - Collect the portable first aid kit and fire blanket
  - Checks all play areas and bathrooms
  - Assembles with the children and other staff at the safe place
  - Calls 000 (Fire, Police, or Ambulance) as required.
3. The staff member who alerted the hazard/emergency calls the roll to ensure all children and staff, volunteers etc are present and accounted for. If anyone is missing, a staff member must return to find the missing person, if safe.
4. Exit the premises safely, if necessary, and wait in the Community Centre car park or oval at the rear of the Community Centre. Nobody is allowed to re-enter the premises until it has been declared safe. Reassure the children that they are safe.
5. Use the portable phone (if in range) or the Community Centre phone to advise parents to collect their children from the evacuation site if necessary.
6. A Critical Incident Form is to be completed, if needed, by the Director via the IRS online system as soon as is practical. Contact also needs to be made to the Assistant Regional Director on 8256 8111.