

# Casino West Public School Preschool

## Localised Procedure



### Emergency and Evacuation

Reviewed: 24/08/2021 Next Review: 24/08/2022

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	National Quality Standard(s)	Preschool Guide reference	School policy or procedure, where applicable
<p><u>Regulation 168 (2)(e)</u></p> <p><u>Regulations 97</u></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>:</p> <p>Emergency Management Procedures</p>	<p><b>2.2.1: Supervision</b></p> <p>At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.</p> <p><b>2.2.2: Incident and emergency management</b></p> <p>Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.</p>	<p>62</p>	
<ul style="list-style-type: none"> <li>• Emergency evacuation drills are conducted every 3 months as per regulations. Emergency drills are performed in week 4 and 8 of each term, 1 drill is performed for each group (Monday/Tuesday and Thursday/Friday). These events are then reflected upon during fortnightly reflection meetings and documented in the emergency folder located in the preschool office.</li> <li>• At the Family Partnership meetings, parents are informed that the preschool and school conduct regular emergency evacuation drills.</li> <li>• Parents are also informed when an evacuation or lockdown drill has or will be conducted, via word of mouth, class dojo and/or newsletters.</li> <li>• There are two designated exit points for the preschool building. One through the front foyer door and the other through the rear classroom door. Each exit point displays an emergency floor plan for viewing and the procedure for Emergencies and Evacuation</li> <li>• <b>Emergency Evacuation Option A):</b> When the preschool class and educators are playing <u>INSIDE</u> the classroom they will choose an appropriate exit based on their knowledge of the current emergency. See attached Emergency and evacuation procedure.</li> </ul>				

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- **Emergency Evacuation Option B):** When the preschool class and educators are playing OUTSIDE in the playground they will choose an appropriate exit gate based on their knowledge of the current emergency. See attached Emergency and evacuation procedure.
- **Emergency Evacuation Option C):** When the preschool class and educators are situated within the SCHOOL GROUNDS OR BUILDINGS at the time of an emergency.
  1. The preschool class and educators will gather together and walk towards the designated grassed area with the primary school children.
  2. If the evacuation occurs during the teacher's designated RFF time, then the RFF relieving teacher and present SLSO will walk the preschool class to the designated grassed area. The preschool teacher will join the preschool class at the grassed area.
  3. The rolls provided by the office will be marked.

## ***Emergency Contacts numbers in an emergency: -***

Staff will need to act promptly in an emergency. Preschools must have the following information, with contact telephone numbers, clearly displayed next to each telephone at all times:

- Emergency number – 000
- Poisons Information Centre- 131126
- Local Hospital – 66 622 111
- Local Police- 66 620 099
- Street Address and Telephone Number of the Preschool- Lockett Street (on right hand side, enter via Casino West Public School gate then through the preschool gate. Phone: 6662 8995
- Nearest Crossroad to the Preschool Premises- Hotham Street (Casino West Public School)

## **In the case of emergency:**

- Children with no shoes on will not linger to put shoes on their feet. In doing so, they will slow down the evacuation.
- Children's medications and Ventolin inhalers will only be collected if safe to do so and if life threatening. A Ventolin inhaler bag is located in the preschool kitchen and evacuation bag.
- The school office staff bring general medications (Ventolin) to the grassed area which we can use if appropriate.
- A pram/s can be provided for children who have a disability which would prevent them from walking safely and promptly to the designated grassed area. An example of this disability could be Cerebral Palsy. These needs will be discussed at the time of enrolment and the parent/carer will be asked to bring a working and safe pram to school each day, for the use of fire evacuations and drills. (Casino West Public School do not currently have children enrolled with a physical disability that would prevent them evacuating in an emergency situation).
- The preschool has access to emergency equipment. These are tested regularly for proper use. Fire extinguisher managed centrally by department through the Regional Asset Management. Cycle of check is managed by Asset Management.
- There are two fire extinguishers in the preschool:
  1. In the front foyer
  2. In the kitchen – the kitchen also has a fire blanket.
- There are additional Safety Data Sheets for use of the school cleaner. These are located in document holder on door of cleaner's locked store. This is supervised by the Workplace Health and Safety Officer.

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## Documentation and Record Keeping:

- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed.
- Ensure educators and staff members are provided with feedback forms after each evacuation.
- Ensure all emergency contact lists are updated as required.