



## Preschool emergency and evacuation procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation <a href="#">97</a> Regulation <a href="#">98</a>	<a href="#">Leading and operating department preschool guidelines</a>  <a href="#">Emergency Management Procedures</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Emergency and incident management resources</a>  <a href="#">Relevant emergency authorities</a>  <a href="#">Incident response plan (crash card)</a>  <a href="#">Sample communications plan</a>  <a href="#">Emergency Response Exercise Debrief and Report Template</a>  <a href="#">Emergency evacuation procedure rehearsals</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>  (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.)	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.  The principal is responsible for ensuring: <ul style="list-style-type: none"> <li>• the preschool is compliant with legislative standards related to this procedure at all times</li> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	

	<p>The principal ensures that a serious incident notification is made to Early Learning within 24 hours when there has been an emergency at the preschool that posed a risk to the health, safety or wellbeing of the children.</p>
<p><b>Preschool supervisor</b></p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. Including but is not limited to:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>• reflecting on how this procedure is informed by relevant recognised authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool educators</b></p> <p>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Planning and displayed information</b></p>	<ul style="list-style-type: none"> <li>• This procedure is informed by the whole school <i>Emergency Management Plan</i>, which details emergency authorities consulted in its development.</li> <li>• Emergency management plans are displayed at all exits of the preschool with an identified evocation route, specific to each exit point. Staff are made aware of emergency management plans in their staff orientation and copies of these plans are kept in the relief teacher folder for reference.</li> <li>• Emergency contact phone numbers are displayed with the preschool landline phone. 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: <ul style="list-style-type: none"> <li>- Emergency number – 000</li> <li>- Poisons Information Centre- 131126</li> <li>- Local Hospital – 66 622 111</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Local Police- 66 620 099</li> <li>- 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</li> <li>· Nearest Crossroad to the Preschool Premises- Hotham Street (Casino West Public School)</li> <li>• Information related to evacuation to the emergency assembly point / s is included in the risk management plan for visiting the school.</li> <li>• A risk management plan is prepared annually related to potential emergencies related to the preschool. (What is included in the plan? e.g. fire, flood, intruder, snake, falling branch or tree. Who updates this plan? Where is it stored?)</li> <li>• A serious incident notification will be made to Early Learning (phone 1300 083 698) within 24 hours when there has been an emergency at the preschool that posed a risk to the health, safety or wellbeing of the children or if emergency services attended the preschool.</li> </ul>
<p><b>Evacuation and emergency procedures rehearsals</b></p>	<ul style="list-style-type: none"> <li>• Rehearsals for all emergency procedures and evacuations take place at least every 12 weeks (which is double the number required in the school).</li> <li>• These take place at various times and days of the week and utilise different exit routes.</li> <li>• All staff, visitors, volunteers, children and the responsible person in charge (principal) present at the time of a rehearsal, take part in the rehearsal.</li> <li>• Following a rehearsal an evaluation of it is made and documented. This documentation includes a list of the children and staff present and suggests any required modifications to the emergency procedures or evacuation. Documentation is maintained by the preschool Teacher and forwarded to the Business Manager to enter into ICE.</li> </ul>
<p><b>During an evacuation</b></p>	<ul style="list-style-type: none"> <li>• The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i></li> <li>• On evacuating, the following items are taken with the group: <ul style="list-style-type: none"> <li>○ arrivals and departures register</li> <li>○ first aid kit</li> <li>○ individual emergency medication and medical plans</li> <li>○ children’s emergency contacts</li> </ul> <p>These items are carried by the Student</p> </li> <li>• On hearing the signal to <i>evacuate</i>, the preschool educators instruct the children to assemble. All staff will notify each individual child that we need to evacuate and point them in the direction of the safest route. The children will assemble at the nearest exit for a head count.</li> </ul>

	<ul style="list-style-type: none"> <li>• A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. The preschool children leave the premises in lines of 2 holding hands or using the ring rope if accessible. The teacher leads at the front of the line with one SLSO at the end of the line to check the premises at empty and one SLSO at the side of the line.</li> <li>• The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal.</li> </ul>
<b>During an emergency lockdown</b>	<ul style="list-style-type: none"> <li>• On hearing the signal to <i>lockdown</i>, educators take the necessary steps to lock all external gates and doors.</li> <li>• SLSO 1 (Astoria) will close all blinds and ensure windows are locked. SLSO 2 (Leanne) will ensure all external doors are locked. Teacher (Amy) will ensure all children are accounted for at the storeroom door.</li> </ul>
<b>During an emergency lockdown</b>	<ul style="list-style-type: none"> <li>• On hearing the signal to <i>lockdown</i>, the educators direct the children and anyone else present in the preschool to the identified shelter location.</li> <li>• Shelter location is designated to the storeroom in the indoor learning space. When hearing the signal, the staff will alert all children and direct them to the storeroom door where the teacher will conduct a headcount.</li> <li>• Once locked down inside storeroom, the teacher will record what children are staff are present.</li> </ul>

<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
31/08/23 Preschool team, preschool families. Shared with families for feedback.
<b>Key changes made and reason/s why</b>
Procedure changed to NSW DOE template. Additional information added for more thorough understanding of procedural action.
<b>Record of communication of significant changes to relevant stakeholders</b>
Uploaded to Casino West Public School webpage and placed in Localised Procedures folder in preschool foyer

Copy and paste a new table to record each occasion the procedure is reviewed.

