



Emergency and evacuation – preschool procedure

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.2</p> <p>Regulations: 97, 98</p>	<p>Leading and operating department preschool guidelines Emergency Management</p>	<p>Consulting Relevant Authorities, Communication and Notifications</p> <p>Emergency and evacuation rehearsals</p> <p>ACECQA's policy and procedures guidelines – Emergency and evacuation [PDF 451 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p>Preschool supervisor</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</p>

	<p>critical reflection. This could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool teacher(s) and educator(s)</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure’s review are documented.

Procedure

<p>Planning and displayed information</p>	<ul style="list-style-type: none"> • This procedure is informed by the whole school Emergency Management Plan. • 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. • 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"> - Emergency number – 000 - Poisons Information Centre- 131126 - Local Hospital – 66 622 111
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| | <ul style="list-style-type: none">- 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)• Instructions for what must be done in the event of an emergency and an emergency and evacuation floor plan or map are clearly displayed at each preschool exit. |
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	<ul style="list-style-type: none"> • Information related to evacuation to the emergency assembly point/s is included in the risk assessment plan for visiting the school. • A risk management plan is prepared annually which outlines potential emergencies related to the preschool, including floods, fire, unknown intruder, electrical hazard, bomb threat, fumes, chemical spill or contamination by hazardous material, gas leak. Risk Plans are updated by the preschool teacher in consultation with the Principal and Preschool educators. These are stored in the book shelf in the preschool foyer. • 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.
<p>Evacuation and emergency procedures rehearsals</p>	<ul style="list-style-type: none"> • Rehearsals for all emergency procedures and evacuations take place at least every 3 months (which is double the number required in the school). • These take place at various times and days of the week and use different exit routes. • All staff, visitors, volunteers, children and the responsible person in charge (principal) present at the time of a rehearsal, takes part in the rehearsal. • Following a rehearsal an evaluation of it is made and documented. This documents any required modifications to the emergency procedures or evacuation. • (Who maintains this documentation? If the documentation is made in <i>In Case of Emergency (ICE) only</i>, a print-out must be stored in the preschool for inspection by the Regulatory Authority, if required).
<p>During an evacuation</p>	<p>The preschool follows the evacuation procedure noted in the whole school Emergency Management Plan</p> <ul style="list-style-type: none"> • On evacuating, the following items are taken with the group: <ul style="list-style-type: none"> - arrivals and departures register

- first aid kit
- individual emergency medication and medical plans
- children's emergency contacts

These items are carried by the Student

- On hearing the signal to evacuate, 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.
- 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.
- The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal.

<p>During an emergency lock-out (if done by school)</p>	<ul style="list-style-type: none"> • On hearing the signal to lockdown, educators take the necessary steps to lock all external gates and doors. • 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.
<p>During an emergency lockdown</p>	<ul style="list-style-type: none"> • On hearing the signal to lockdown, the educators direct the children and anyone else present in the preschool to the identified shelter location. • 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. • Once locked down inside storeroom, the teacher will record what children and staff are present.

	<ul style="list-style-type: none"> (note any preschool-specific instructions based on school's <i>Emergency Management Plan</i>)
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Record of procedure's review

Date of review	31/08/23
Who was involved	Preschool team, preschool families. Shared with families for feedback
Key changes made and reason why	Procedure changed to NSW DOE template. Additional information added for more thorough understanding of procedural action.
Record of communication of significant changes to relevant stakeholders	<p>Uploaded to Casino West Public School webpage and placed in Localised Procedures folder in preschool foyer</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

Date of review	12/08/24
Who was involved	All Preschool staff. Shared with families for feedback, via the communication board.
Key changes made and reason why	NO key changes made.

Record of communication of significant changes to relevant stakeholders

Principal: Lesley Mills communicated at Staff meeting 12/08/24

Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell

Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.

Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

