



Emergency and evacuation

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</p> <p>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>
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Preschool supervisor	<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. 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.
Preschool teacher(s) and educator(s)	<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

Planning and displayed information	<ul style="list-style-type: none"> • This procedure is informed by the whole school Emergency Management Plan (stored in the white cupboard next to the fridge above the computer in the staffroom) • This procedure is informed by the whole school Emergency Management Plan, which details emergency authorities consulted in its development. All staff, including relief staff are to be made aware of evacuation and lock down procedures. This is included in the preschool policies, staff casual folders and staff induction folder. New staff will be walked to the evacuation point as part of their induction process. • 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"> • Emergency contact phone numbers are displayed with the preschool landline phone. These numbers include 000, local police and fire station, poison information. • 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 related to potential emergencies related to the preschool. This includes, but is not limited to accidents intruders, spider bites, gas leak, vehicle accidents, flood, fire, falling tree branch, bomb threat, and children getting lost. The preschool supervisor updates this plan. This is communicated to all staff at the preschool, who sign once they have read it. • 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 are scheduled to occur in week 5 of each term, and 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 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. • The preschool supervisor/ teacher on duty writes this evaluation in coordination with other staff present during drill. This is then stored in a folder in the white cupboard in the preschool staffroom for staff to refer to at any time. It is also sent to the school WHS officer to review, who records the evacuation on In Case of Emergency (ICE).
<p>During an evacuation</p>	<ul style="list-style-type: none"> • The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>. • 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 <p>These are carried by preschool educators</p>

	<ul style="list-style-type: none"> • On hearing the signal to evacuate, the preschool educators instruct the children to assemble. Each educator has a clearly defined role outlined in the “Educators roles during emergency’ document which is displayed in various places. • Educators will lead the children to the evacuation point- either the back preschool gate or the Botany Rd gate, depending on where the emergency is. One educator at the front, and one at the end of the line. The final evacuation point is Mascot Memorial Park. • A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. The group leaves the preschool in a single line, with one educator at the end checking the premises are empty on leaving. All staff know of children who need extra assistance and will ensure one educator is holding their hand throughout the evacuation. • The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal.
During an emergency lock-out (if done by school)	<ul style="list-style-type: none"> • On hearing the signal to lockout, staff take the necessary steps to lock all external gates and doors. including any preschool-specific instructions, based on the school’s <i>Emergency Management Plan</i>).
During an emergency lockdown	<ul style="list-style-type: none"> • On hearing the signal to lockdown, the staff direct the children and anyone else present in the preschool to the identified shelter location. The lockdown location is the Starfish classroom. • Staff perform the same roles as outlined in the document “Staff roles during emergency procedures” and follow what is outlined in the Emergency Procedure Management Plan.

Record of procedure’s review

Date of review	13/10/23
Who was involved	Preschool Staff, families, children
Key changes made and reason why	Changed to new DoE template
Record of	Principal: Helen Te Rata

communication of significant changes to relevant stakeholders	Staff: all preschool staff read, reflected, and signed off. Procedure also posted on Sentrall for K-6 staff to engage with. Emailed to P&C representatives. Parents: notified via Seesaw. 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.
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