



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 97 Regulation 98	Leading and operating department preschool guidelines Emergency Management Procedures
<p>Pre-reading and reference documents</p>		
<p>Emergency and incident management resources</p> <p>Relevant emergency authorities</p> <p>Incident response plan (crash card)</p> <p>Sample communications plan</p> <p>Emergency Response Exercise Debrief and Report Template</p> <p>Emergency evacuation procedure rehearsals</p>		
<p>Staff roles and responsibilities</p>		
<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>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>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 critical reflection. This could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and what the implications are for the updates to this procedure • reflecting on how this procedure is informed by relevant recognised 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 educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Planning and displayed information</p>	<ul style="list-style-type: none"> • This procedure is informed by the whole school <i>Emergency Management Plan</i>, which details emergency authorities who consulted in its development. Staff are informed about this plan at staff meetings and via email. This plan along with a bush fire plan are filed in the WHS folder in the preschool office. • Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit. • Emergency contact phone numbers are displayed with the preschool landline phone. These numbers include local police, fire station and hospital. • Information related to evacuation to the emergency assembly point/s is included in the risk management plan for visiting the school. • A risk management plan is prepared annually and relates to potential emergencies related to the preschool. This includes fire, flood, car accident, falling branch or tree. This plan is updated annually by the Assistant Principal and is stored on the Microsoft team drive and in the WHS folder in the preschool office. • A serious incident notification will be made to Early Learning

	<p>(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>
<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 12 weeks (which is double the number required in the school). • These take place at various times and days of the week and utilise different exit routes. • All staff, visitors, volunteers, children and the responsible person in charge (principal) present at the time of a rehearsal, take part in the rehearsal. • 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. The educator who is supervising at the time of the drill completes the evaluation. This is then passed onto the Assistant Principle. A copy is also filed in the WHS folder in the preschool office.
<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>. • An emergency whistle is located near the phone inside and one the door outside. All educators also have a whistle in their waist bags. A whistle is blown to indicate an emergency. • 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>The teacher collects these items.</p> • Two emergency bags are locked one the external bathroom door which contain first aid supplies, food, water and clothes. Each educator takes a bag. Two emergency ropes are also hanging inside the bathroom door. • On hearing the signal to <i>evacuate</i>, the preschool educators blow a whistle and instruct the children to assemble. The evacuation signal in the school is a whooping siren. The children assemble at the rear door. • A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. Each educator has a rope with loops along it. The children each take a loop. Educators lead the children out of the back gate. • The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal. • Children who are unwell, injured or have additional support needs may need to use a stroller /wheelchair

During an emergency lock-out	<ul style="list-style-type: none">• On hearing the signal to <i>lockout</i>, educators take the necessary steps to lock all external gates and doors.
During an emergency lockdown	<ul style="list-style-type: none">• 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- preschool building.• Educators close all doors and blinds and lock doors.• Educators conduct a head count and ring through to the office.• Everyone remains inside until otherwise notified by the chief warden.

Record of procedure's review	
Date of review and who was involved	
August 2021	
Key changes made and reason/s why	
Added emergency whistle to the procedure. Due to the large grounds of preschool educators are no able t shout access to each other.	
Record of communication of significant changes to relevant stakeholders	
Discussed at team meeting. Will be added to the staff handbook	
Date of review and who was involved	
June 2022- Claire Callinan, Leanne Morgan, Jen Mitchell, Nicola Fogarty	
Key changes made and reason/s why	
New location of emergency bags and rope	
Record of communication of significant changes to relevant stakeholders	
Communicated to families and executive week 1 term 3 2020	
Date of review and who was involved	
March 2023 kadi Claire Callinan	
Key changes made and reason/s why	
Stroller wheelchair used for some children to support safety	
Record of communication of significant changes to relevant stakeholders	