



Preschool Emergency and Evacuation 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</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>
<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>The preschool supervisor supports the principal in their role and is</p>	

<p>Preschool supervisor</p>	<p>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.

	<ul style="list-style-type: none"> • 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 (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 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 Principal. A copy is also filed in the WHS folder in the preschool office.
	<ul style="list-style-type: none"> • The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>.

During an evacuation

- An emergency whistle is located near the phone inside and on 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:
 - arrivals and departures register
 - first aid kit
 - individual emergency medication and medical plans
 - children's emergency contacts

- Educators collect the following items
 - Emergency bags
 - Childrens' attendance book
 - visitor book
 - Childrens individual medication
 - Shoes

- Two emergency bags are located on 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 *evacuate*, 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.

- Three head counts are conducted before leaving the preschool premises
 1. On blue line
 2. Inside gate
 3. Outside preschool gateLines are marked on the cement for head counts 2 and 3 .

- Head counts are then 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

	<p>back gate.</p> <ul style="list-style-type: none"> • 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. • Refer to Appendix A for staff roles in an evacuation.
<p>During an emergency lock-out</p>	<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.
<p>During an emergency lockdown</p>	<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. • Refer to Appendix B for staff roles in a lockdown.
<p>During a medical emergency</p>	<ul style="list-style-type: none"> • In the event of a medical emergency a whistle will be blown to move children to either the mat or blue line. • If a child has a medical emergency, one educator will remain with the child and call the ambulance if needed and if able. The second educator will direct other children away from area and use the whole school broadcast number 7011 to call for urgent assistance in preschool.

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| | <ul style="list-style-type: none">• If emergency occurs outside other children will move inside the preschool building.• If emergency occurs inside the building, then children will moved outside. |
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Record of procedure's review
Date of review and who was involved
August 2021- Claire Callinan
Key changes made and reason/s why
Added emergency whistle to the procedure. Due to the large grounds of preschool educators are no able to 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 2022
Date of review and who was involved
March 2023 Kadi Carr and 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
Uploaded to Teams drive

Date of review and who was involved
August 2023 Jen Mitchell and Claire Callinan
Key changes made and reason/s why
Included information about line markings on ground for head count Added medical emergencies
Record of communication of significant changes to relevant stakeholders
Uploaded to teams drive Emailed to duty staff Shared on SP.

Review			
Date of review	2 April 2024		
Who was involved	Claire Callinan, Kadi Carr, Jen Mitchell		
Key changes made and reason why	Educator roles defined		
Record of communication of significant changes to relevant stakeholders	Principal:		date
	Deputy Principal		date
	Staff		date
	Families		date
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.			

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

Appendix A- Evacuation roles

Evacuation Roles	
Teacher	School learning support officer
Blow emergency whistle	Blow emergency whistle
Direct children to blue line	Direct children to blue line
Head count of children.	Place emergency ropes on the ground
Keep children calm and give them directions	Get the emergency bags
Guide children to the emergency rope	Get children's individual medication
Get attendance book	Place children's shoes in shoe bag
Put on hi-vis vest and get emergency bag	Put on hi vis vest and emergency bag
Headcount children	Check Headcount children

Evacuation Roles	
Teacher	School learning support officer
<p style="text-align: center;">Blow emergency whistle.</p> <p style="text-align: center;">Direct children to blue line or mat.</p> <p style="text-align: center;">Escort children inside if outside.</p> <p style="text-align: center;">Head count of children.</p> <p style="text-align: center;">Keep children calm and give them directions</p> <p style="text-align: center;">Pull down blinds.</p> <p style="text-align: center;">Ring through to office (103, 117)</p>	<p style="text-align: center;">Blow emergency whistle.</p> <p style="text-align: center;">Direct children to blue line or mat.</p> <p style="text-align: center;">Escort children inside if outside.</p> <p style="text-align: center;">Close bathroom door</p> <p style="text-align: center;">If outside bring in drink bottles</p> <p style="text-align: center;">Close and lock front and back doors.</p> <p style="text-align: center;">Pull down blinds.</p>