### Preschool emergency and evacuation procedure

| Associated National Quality Standard | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.2 | Regulation [97](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div5/reg97)  Regulation [98](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div5/reg98) | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools)  [Emergency Management Procedures](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/emergency-management-procedures) |
| **Pre-reading and reference documents** | | |
| [Emergency and incident management resources](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management)  [Relevant emergency authorities](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-1#Emergency1)  [Incident response plan (crash card)](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-2)  [Sample communications plan](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-1#Emergency1)  [Emergency Response Exercise Debrief and Report Template](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-4)  [Emergency evacuation procedure rehearsals](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-4) | | |
| **Staff roles and responsibilities** | | |
| **School principal**  (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:   * 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.   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. | |
| **Preschool supervisor** | 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. | |
| **Preschool educators**  (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool) | The preschool educators are responsible for working with leadership to ensure:   * 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. | |
| **Procedure** | | |
| **Planning and displayed information** | * This procedure is informed by the whole school *Emergency Management Plan,* whichdetails emergencyauthorities consulted in its development. Emergencies plans are communicated with all staff during staff inductions. This is readily available by the front door. * 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. * Emergency Number: 000 * Poisons Information (24 hours) : 13 11 26 * Casino Memorial Hospital: 66622111 * Casino Police Station: 66620099 * Casino Public School Djanenjam Preschool – 6662 1113, 31 walker street. Located on the corner of walker street and river street. * 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 related to potential emergencies related to the preschool. This outlines risks such as fire, floods, and snakes. Preschool teachers update this yearly with the support of executive staff. * 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. | |
| **Evacuation and emergency procedures rehearsals** | * 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 rostered teacher completes this documentation ensures it is filed correctly. | |
| **During an evacuation** | * The preschool follows the evacuation procedure noted in the whole school *Emergency Management Plan.* * 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   These items are carried in the emergency backpack by the SLSO and AEO.   * On hearing the signal to *evacuate*, the preschool educators instruct the children to assemble. As the bells can be difficult to hear, Preschool is called by the office in case of evacuation or lockdown. The preschool teacher plays a wooden block as an audible evacuation warning for preschoolers. * A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. Children leave the preschool in single file, with an educator on each end checking the premises are empty upon leaving. Children with mobility needs will be supported by educators (this is not a current concern). * 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** | * On hearing the signal to *lockout*, educators take the necessary steps to lock all external gates and doors. | |
| **During an emergency lockdown** | * On hearing the signal to *lockdown*, the educators direct the children and anyone else present in the preschool to the identified shelter location. The lockdown shelter location is currently in the school office. As the bells can be difficult to hear, Preschool is called by the office in case of evacuation or lockdown. The preschool teacher plays a bell as an audible lockdown warning for preschoolers. * Windows and doors are locked, blinds drawn and the roll is marked to ensure all children are present. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| Emily Roalfe 4/11/2021 |
| **Key changes made and reason/s why** |
| Update from old template to new template. Minor changes as needed. |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 4/11/2021 with printed policy to review in detail. |

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

| Record of procedure’s review |
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| **Date of review and who was involved** |
| Emily Roalfe 25/3/2022 |
| **Key changes made and reason/s why** |
| Minor editing |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff and families on story park 25/3/2022 with printed policy to review in detail. |