

# Casino Public School - Djanenjam Preschool

## Localised Procedure

### Emergency and evacuation



Reviewed: 25/08/2019

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	<a href="#">Preschool Handbook</a> reference	School policy or procedure, where applicable
<u>Regulation 168 (2)(e)</u> <u>Regulation 97</u>	The following department document can be accessed from the preschool section of the department's <a href="#">website</a> ; <ul style="list-style-type: none"><li>Emergency Management Procedures</li></ul>	Children's Health and Safety Pg. 50	
<ul style="list-style-type: none"><li>Preschool educators need to act promptly in an emergency for evacuation or a lockdown.</li><li>The following information, with contact telephone numbers, will be clearly displayed next to each preschool telephone at all times:  Emergency number – 000 Poisons Information Centre (24hours)- 13 11 26 Local hospital casualty department Local police Street address and telephone number of the preschool Nearest crossroad to the preschool premises. All preschool phones have this information placed next to them.</li><li>The school emergency management plan to follow in case of fire, food, bomb threat or any other emergency situation that requires evacuation of the building will include procedures for the preschool. These plans are on the wall on entry to the preschool.</li><li>All preschool staff, including relief staff, will be made aware of the emergency evacuation and lockdown procedures. Copies of the procedures will be displayed in a prominent position at each preschool exit and in each room. The departmental Work Health and Safety representative signs the plans as does the Nominated Supervisor.</li><li>All educators and children in the preschool will practice emergency evacuation procedures once a term. Considering the enrolment patterns of the group, the reality of this is that evacuation procedures will need to occur twice a term (once at the beginning of the week and once at the end), to ensure each group has participated.</li></ul>			

- Details of each practice, including an evaluation of the procedures followed, will be recorded in the *Department's In Case of Emergency (ICE)* system and kept for two years afterwards.
- The preschool will develop (and review annually) a risk minimisation plan for emergency evacuations.
- The preschool teacher will record evacuation processes on school server in Faculty/preschool/preschool (year)/administration/registers/emergencyevacregister/evacuation and lock down drills record.