



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>
<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 the implications for updates to this procedure

	<ul style="list-style-type: none"> • 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 (EMP). • The EMP is shared with all staff via email and discussed at staff meetings. Staff are also advised on induction to the preschool. A copy of the EMP is on the whole school and preschool TEAMS channel that staff can access at any time. • The Work, Health and Safety team were consulted in the development of lock-down, lock-out and evacuation emergency procedures. • 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. • Emergency contact phone numbers are displayed with all preschool telephone handsets. These include: <ul style="list-style-type: none"> ○ Emergency services – 000 ○ Poisons information – 131126 ○ Liverpool police station – (02) 9765 9499 ○ Liverpool hospital – (02) 8738 3000 ○ Gulyangarri Public School – 02 8777 6500 ○ Early Learning – 1300 083 698 • Information related to evacuation to the emergency assembly point/s is included in the risk assessment plan for visiting the school.
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	<ul style="list-style-type: none"> • A risk management plan is prepared annually which outlines potential emergencies related to the preschool. The emergencies included in the plan are: <ul style="list-style-type: none"> ○ Fires ○ Bites and/or stings ○ Stranger in playground (hostile/aggressive person in vicinity) ○ Storms ○ Flood ○ Emergency health situation ○ Bomb threat or suspected device ○ Death at workplace. ○ Lost, missing, unaccounted for, or abandoned child. • The risk management plan is review annually or sooner, should an emergency occur. • The Principal/NS and supervisor update these plans in consultation with Early Learning, and the teachers in the preschool. They are stored in the procedure/risk assessment folder kept at the preschool’s front foyer. • 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 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 (principal) 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 Principal/NS also records the teacher’s rehearsal reflection 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 in the emergency evacuation bag and carried by the SLSO: <ul style="list-style-type: none"> ○ arrivals and departures register ○ first aid kit ○ individual emergency medication and medical plans ○ children’s emergency contacts

	<ul style="list-style-type: none"> ○ emergency evacuation bag. • On hearing the signal to evacuate, the preschool educators instruct the children to assemble at the rear exit doors of the preschool rooms. • The evacuation signal is a tone sounding at 1 second intervals with an announcement to evacuate. The assembly area is at the rear of the grass playing fields (towards the hospital). If the Chief Warden or Emergency Services direct the evacuation to offsite, all students will be evacuated to Bigge Park, Liverpool. • A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. The teachers, educators, visitors and children will walk together in a calm and orderly fashion. The SLSO is at the front of the line, children walk in 2 lines holding the evacuation rope, and the teacher walks at the end of the line, scanning that the premises does not have any personnel onsite and closing the door and gate behind them. Any child requiring adult assistance will walk with either the SLSO or teacher. • The Principal/NS and teacher include individual children in our emergency and evacuation risk assessment if they require assistance to evacuate the premises. The chief warden for the preschool is responsible for supporting children who require support. • The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the Chief Warden.
During an emergency lock-out (if done by school)	<ul style="list-style-type: none"> • On hearing the signal to lockout (a spoken announcement), staff take the necessary steps to lock all external gates and doors. • The Preschool will then follow the whole school EMP.
During an emergency lockdown	<ul style="list-style-type: none"> • On hearing the signal to lockdown (a continuous tone), the staff direct the children and anyone else present in the preschool into the classrooms and away from windows so remain out of site. Educators and SLSOs will lock all doors and windows and close all blinds and turn lights off. • The preschool follows the whole school's EMP.

Record of procedure's review

Date of review	02 September 2024
Who was involved	Early Learning, Jodie Field, Ian Tapuska, Cathie Bateup, and Emma Vilarrubi
Key changes made and reason why	New preschool site
Record of communication of	Principal: Ian Tapuska Staff: Cathie Bateup, Emma Vilarrubi

significant changes to relevant stakeholders	Parents: At enrolment 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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