



## 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 <a href="#">97</a> Regulation <a href="#">98</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Emergency Management Procedures</a>
<b>Pre-reading and reference documents</b>		
<p><a href="#">Emergency and incident management resources</a></p> <p><a href="#">Relevant emergency authorities</a></p> <p><a href="#">Incident response plan (crash card)</a></p> <p><a href="#">Sample communications plan</a></p> <p><a href="#">Emergency Response Exercise Debrief and Report Template</a></p> <p><a href="#">Emergency evacuation procedure rehearsals</a></p>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<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"> <li>• the preschool is compliant with legislative standards related to this procedure at all times</li> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>The principal ensures that a serious incident notification is made to Early Learning (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.</p>	

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<p><b>Preschool educators</b> (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>	
<ul style="list-style-type: none"> <li>• Sefton Infants Preschool has a detailed <i>Emergency Management Plan</i> that is reviewed and updated annually as part of the whole school's procedures for emergency situations. Please refer to this document located in a labelled folder in the preschool office.</li> <li>• In addition, specific risk assessments and management plans specific to the preschool site and context are developed and reviewed annually to identify potential emergencies and the instructions to follow in these emergency situations. Please refer to risk management plans in a labelled folder in the preschool office.</li> <li>• The <i>Emergency Management Plan</i> and risk management plans are located in a folder labelled '<i>Emergency Evacuation</i>' in the preschool office.</li> <li>• Educators need to act promptly and calmly in an emergency.</li> </ul>		
<p><b>Procedure</b></p>		
<p><b>Planning and displayed information</b></p>	<ul style="list-style-type: none"> <li>• This procedure is informed by the whole school <i>Emergency Management Plan (EMP)</i>, which details emergency authorities consulted in its development. This plan is updated annually and whenever required. The EMP is communicated to all staff at the commencement of each school year during a whole school administration/ communication meeting. It is also part of the induction process for any new staff when they commence. Key aspects of the plan are reiterated at least once a term during communication/administration meetings and as the need arises. Key information of the plan is displayed at all exit points in the preschool. A hard copy of the full Emergency Management Plan is kept in the preschool office in a folder labelled <i>Emergency Evacuation</i>. The EMP is also uploaded on the NSW Department of Education application <i>In Case of Emergency (ICE)</i> and reviewed at least annually.</li> <li>• Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit.</li> <li>• Emergency contact phone numbers are displayed with the preschool landline phone located in the preschool office.</li> <li>• The following emergency information and contact numbers will be displayed clearly near the preschool phone located in the preschool office area:</li> </ul>	

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<p><b>Evacuation and emergency procedures rehearsals</b></p>		<ul data-bbox="373 1120 1465 1657" style="list-style-type: none"> <li>• Rehearsals for all emergency procedures and evacuations need to take place at least every 12 weeks for each preschool group.</li> <li>• These take place at various times and days of the week and utilise different exit routes and different assembly points.</li> <li>• All staff, visitors, volunteers, children and the responsible person in charge (principal) present at the time of a rehearsal, must take part in the rehearsal.</li> <li>• 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</li> <li>• Records of the drills, including type, dates, times and assessments of the rehearsal, are maintained by the preschool teacher in the emergency evacuation folder in the preschool office, as well as on the Department of Education's ICE (In Case of Emergency) online recording system and kept for two years.</li> </ul>																
<p><b>During an evacuation</b></p>		<ul data-bbox="373 1713 1476 2094" style="list-style-type: none"> <li>• The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>.</li> <li>• Refer to maps and procedures for evacuation and lock down procedures that are displayed at each exit point of the preschool.</li> <li>• On evacuating, the following items are taken with the group: <ul data-bbox="446 1904 1173 2060" style="list-style-type: none"> <li>○ arrivals and departures register</li> <li>○ first aid kit</li> <li>○ individual emergency medication and medical plans</li> <li>○ children's emergency contacts</li> </ul> </li> <li>• As part of the evacuation procedures, the preschool SLSO will collect the</li> </ul>																

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		<p>emergency evacuation bag located in the preschool office, the children’s arrival and departure register, and a mobile phone, if possible.</p> <ul style="list-style-type: none"> <li>• The emergency evacuation bag needs to be checked at least once per term to ensure the following items are enclosed: complete first aid kit (including Epipen and asthma spacer and Ventolin), any individual child’s emergency medication, emergency contact details for the children.</li> <li>• On hearing the signal to <i>evacuate</i>, which is a repeating siren (whoop whoop), the preschool educators instruct the children to assemble.</li> <li>• Evacuation maps outline exit routes, location of fire blankets and extinguishers, as well as evacuation assembly points.</li> <li>• A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. The group leave the preschool in a single line with the teacher leading the line and the SLSO at the end of the line. The SLSOs provide support for any children requiring assistance.</li> <li>• The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal.</li> <li>• If an emergency is identified by preschool staff in the preschool premises, the preschool educator will call 000 and then contact the Sefton Infants School office to advise of the emergency situation and to commence emergency procedures.</li> <li>• In the event of an off-site evacuation, children and educators will proceed to Birrong Public School (Auburn Road Birrong).</li> <li>• A serious incident notification must be made to the Early Learning unit (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.</li> <li>• The incident, or any injuries to children or staff, should also be reported to the Department of Education <i>Schools Safety and Response Unit</i> - 1300 363 778.</li> </ul>
<p><b>During an emergency lockdown</b></p>		<ul style="list-style-type: none"> <li>• On hearing the signal to <i>lockdown</i>, which is a repeating beep (like a pulse), the educators lock all internal doors and windows, and close blinds where applicable.</li> <li>• The educators direct the children and anyone else present in the preschool to the identified shelter location in front of the bag lockers where they remain out of sight from doors and windows.</li> <li>• If it is safe to do so, educators take the necessary steps to lock all external gates and doors.</li> <li>• Refer to maps and procedures for evacuation and lock down procedures that are displayed at each exit point of the preschool.</li> <li>• If an emergency is identified by preschool staff in the preschool premises, the preschool educator will call 000 and then contact the Sefton Infants School office to advise of the emergency situation and to commence emergency procedures.</li> <li>• A serious incident notification must be made to the Early Learning unit (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.</li> <li>• The incident, or any injuries to children or staff, should also be reported to the Department of Education <i>Schools Safety and Response Unit</i> - 1300 363 778.</li> </ul>

**Record of procedure's review****Date of review and who was involved**

16 March 2022 – Sharna Labbe, Deana Talevska, and Alex Arancibia

**Key changes made and reason/s why**

Not Applicable

**Record of communication of significant changes to relevant stakeholders**

Staff and families sent a link via Class Dojo to the current reviewed local procedure on the Sefton Infants website 8 April 2022

**Due date of review**

End Term 1 2023 – 6 April 2023