



Emergency and evacuation – preschool procedure table

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
NQS: 2.2 Regulations: 97, 98	Leading and operating department preschool guidelines Emergency Management	Consulting Relevant Authorities, Communication and Notifications Emergency and evacuation rehearsals ACECQA's policy and procedures guidelines – Emergency and evacuation [PDF 451 KB]

Responsibilities

School principal	<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
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	<ul style="list-style-type: none"> 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>
Preschool supervisor	<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 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 the preschool 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.
<ul style="list-style-type: none"> 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. 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.

- The *Emergency Management Plan* and risk management plans are located in a folder labelled '*Emergency Evacuation*' in the preschool office.
- Educators need to act promptly and calmly in an emergency.

Procedure

Planning and displayed information	<ul style="list-style-type: none">• This procedure is informed by the whole school Emergency Management Plan (EMP), 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</i> (ICE) and reviewed at least annually.• Emergency authorities including Department of Education Work Health and Safety Advisor, 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 the preschool landline phone located in the preschool office.• The following emergency information and contact numbers are displayed clearly near the preschool phone located in the preschool office area:
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Emergency Services	000
Poison Information Centre (24 hours)	13 11 26
Local Hospital - Bankstown Casualty	9722 8000
Local Police - Bass Hill	9645 9999
School Safety and Response Unit	1300 363 778
School Address	180-194 Rodd Street Sefton NSW 2162
Nearest crossroad to preschool	Hector Street
Preschool Telephone	9644 6791

- Information related to evacuation to the emergency assembly point/s is included in the risk assessment plan for visiting the school.
- A risk management plan is prepared collaboratively by the preschool staff and reviewed annually which outlines potential emergencies related to the preschool.
- Current risk management plans specific to the preschool site include: COVID-19, toileting during outdoor play, activities involving water, preschool refurbishment works, local excursions, allergic reactions, visits to K-2 site, general site risk management. These risk management plans are located in the preschool office in a folder labelled *Risk Management Plans*. They are communicated via preschool staff meetings.
- The risk management plans are reviewed and updated by the Nominated Supervisor and preschool teacher at least once annually or as required.
- Any changes are communicated to all preschool staff as part of WHS agenda item at weekly staff meeting.
- 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 3 months for each preschool group.
- These take place at various times and days of the week and use different exit routes and different assembly points and for rehearsal of different emergency scenarios.

	<ul style="list-style-type: none"> • All staff, visitors, volunteers, children and the nominated supervisor present at the time of a rehearsal, take part in the rehearsal. • Following a rehearsal an evaluation of it is made and documented. This documents a list of the children and staff present and any required modifications to the emergency procedures or evacuation. • 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.
During an evacuation	<ul style="list-style-type: none"> • The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>. • Refer to maps and procedures for evacuation and lock down procedures that are displayed at each exit point of the preschool. • On evacuating, the following items are taken with the group: <ul style="list-style-type: none"> ○ arrivals and departures register ○ first aid kit ○ individual emergency medication and medical plans ○ children's emergency contacts. • As part of the evacuation procedures, the preschool SLSO will collect the emergency evacuation bag located in the preschool office, the children's arrival and departure register, and a mobile phone, if possible. • 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. • On hearing the signal to evacuate which is a repeating siren (whoop whoop), the preschool educators instruct the children to assemble calmly and escort them to the designated assembly point.

	<ul style="list-style-type: none"> • Evacuation maps outline exit routes, location of fire blankets and extinguishers, as well as evacuation assembly points. • 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. • The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal/nominated supervisor. • 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. • In the event of an off-site evacuation, children and educators will proceed to Birrong Public School (Auburn Road Birrong). • 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. • 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.
During an emergency lock-out (if done by school)	<ul style="list-style-type: none"> • On hearing an internal phone message or in-person message from the Nominated Supervisor to lockout, staff take the necessary steps to lock all external gates and doors. • The preschool teacher contacts the Nominated Supervisor via internal phone if there has been a situation requiring lock-out. • A head count is undertaken. The Nominated Supervisor is contacted via internal phone if anyone is unaccounted for. • Children are kept calm with the provision of quiet <u>indoor</u> activities only.

	<ul style="list-style-type: none"> • The preschool awaits a signal from the Nominated Supervisor when lock-out is finished. • 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. • 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.
During an emergency lockdown	<ul style="list-style-type: none"> • On hearing the signal to lockdown which is a repeating beep (like a pulse), the educators lock all internal doors and windows, and close blinds where applicable. • The staff 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. • If it is safe to do so, educators take the necessary steps to lock all external gates and doors. • Refer to maps and procedures for evacuation and lock down procedures that are displayed at each exit point of the preschool. • 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. • 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. • 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. • The lockdown continues until the nominated supervisor and/or emergency services inform that the setting is now safe.

Record of procedure's review

Date of review	11 April 2025
Who was involved	Sharna Labbe, Deana Talevska, Alex Aracibia, May Meesorn-iam
Key changes made and reason why	Nil
Record of communication of significant changes to relevant stakeholders	<p>Principal: 11 April 2025</p> <p>Staff: 28 April 2025 – Weekly staff meeting</p> <p>Parents: 30 April 2025 – website and community procedure folder updated – message sent via Kinderloop</p> <p>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.</p>