### Logo Description automatically generatedElermore Vale Public School

### 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 [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** | 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. This includes:   * analysing complaints, incidents or issues and what the implications are for the updates to this procedure * reflecting on how this procedure is informed by relevant recognised 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 educators** | 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. Staff were made aware of this plan through consultation with the WHS committee. It is stored on the 5 external exists at the preschool. * 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. * 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 includes fire, flood, intruder, falling branch or tree, storm, bomb threat and motor vehicle crashing into the building. This is updated annually by the preschool supervisor and it is stored on the 5 external exists at the preschool. * 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 documentation is maintained by both the preschool teacher and also the principal. The preschool teacher keeps a copy in the preschool on file and the principal inputs the information in *In Case of Emergency (ICE).* | |
| **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 things are carried by the SLSO in the go bag.   * On hearing the signal to *evacuate*, the preschool educators instruct the children to assemble in 2 lines on the group time mat. * A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. The group leaves the preschool in 2 lines with one educator at the end checking the premises are empty on leaving. Any children that require individual assistance to evacuate the premises are paired with the preschool teacher or SLSO. * 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 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 shelter location is the internal preschool office area. | |

| Record of procedure’s review |
| --- |
| **Date of review and who was involved** |
| 26/04/2022  Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| No new changes |

| Record of procedure’s review |
| --- |
| **Date of review and who was involved** |
| 1/06/2023  Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
|  |
| **Record of communication of significant changes to relevant stakeholders** |
|  |

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