

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
<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</p>

	<p>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.
<p>Preschool teacher(s) and educator(s)</p>	<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

<p>Planning and displayed information</p>	<ul style="list-style-type: none"> • This procedure is informed by the whole school Emergency Management Plan. • <i>(Where is this plan stored? Are all staff aware of it?)</i> A copy is displayed on the WHS noticeboard and one is kept in the Preschool Risk Management Plan folder, under the staff sign on table. Regular staff are aware of plan and location. Casual staff are inducted on their first day working at the Preschool and shown where copies are kept. • Emergency authorities were consulted in the development of lock-down, lock-out and evacuation emergency procedures. • <i>(Which authorities or organisations were consulted?)</i> Work Health and Safety Advisor
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- 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.
- *(Which numbers are included?)*
 - Poisons Information Centre (24hours) – 13 11 26
 - Maitland Hospital – 4087 1000
 - Maitland Police Station – 4934 0200
 - Rutherford Fire Station – 4932 8223
- 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 annually which outlines potential emergencies related to the preschool.
- *(Which emergencies are included in the plan? Who updates this plan? Where is it stored?)* Included in the Risk Management plan: fire, bomb threat, chemical spill, cruelty to animals, death at workplace, electrical hazard, gas leak, threats, violent intruder, pedestrian accidents, staff/student lost on excursion, storms and high winds. Preschool Educators, along with supervisor (AP) and nominated supervisor (Principal) review and update the plan annually or after an emergency event and it is stored in the Risk Management plan folder located under the staff sign on desk.
- 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 (<i>which is double the number required in the school</i>). • 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. • (<i>Who maintains this documentation? If the documentation is made in In Case of Emergency (ICE) only, a print-out must be stored in the preschool for inspection by the Regulatory Authority, if required</i>). Preschool Educators take turns at maintaining this documentation. Copies are stored in the Preschool Admin office in the filing cabinet under 'Evacuation/Lockdown' file.
<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>. • (<i>If this plan does not specify how the preschool should evacuate- note the details here.</i>) • 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 <p>(<i>Who carries these things?</i>) Preschool SLSO Educators take emergency contact details, medication, emergency backpacks and check all rooms and toilets.</p> • On hearing the signal to evacuate, the preschool educators instruct the children to assemble.

	<ul style="list-style-type: none"> • <i>(What is the evacuation signal? Where do the group assemble?)</i> Evacuation signal is a Tone siren and the Educators instruct the children to assemble at the outdoor Emergency Assembly Point signposted on the grass area by the sandpit. • A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. • <i>(In what manner do the group leave the preschool? What plans are in place for children who may require individual assistance to evacuate the premises?)</i> The group leave the Preschool in their class cohorts, following their teacher. SLSO Educators follow at the end of the line after checking the premises are empty on leaving. When required, educators will hold the hands of children needing extra support to evacuate. • The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal.
<p>During an emergency lock-out (if done by school)</p>	<ul style="list-style-type: none"> • On hearing the signal to lockout, staff take the necessary steps to lock all external gates and doors. • <i>(note any preschool-specific instructions, based on the school's Emergency Management Plan).</i> Educators can continue teaching inside rooms during an Emergency Lockout 'Alert'
<p>During an emergency lockdown</p>	<ul style="list-style-type: none"> • On hearing the signal to lockdown, the staff direct the children and anyone else present in the preschool to the identified shelter location. • <i>(What is the location of the shelter?)</i> Becan class gather in the Preschool Admin office where all blinds are pulled down and door locked. Murrin class gather in the kitchen with the door locked.

	<ul style="list-style-type: none"> (note any preschool-specific instructions based on school’s <i>Emergency Management Plan</i>) Once inside these areas a head count is made and checked. Children remain silent and sitting in centre of room, until the ‘All Clear’ is given.
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Record of procedure’s review

Date of review	30/03/2024
Who was involved	Jordan McPhail, Beth Cameron, Natalie O’Donnell, Julie Greedy, Cathy Banister, Aimee Vincent and Bronwyn Price
Key changes made and reason why	Update to Emergency Tone
Record of communication of significant changes to relevant stakeholders	<p>Principal: Preschool – Microsoft Teams</p> <p>Staff: Preschool – Microsoft Teams and Policy/Procedure Folder</p> <p>Parents: a copy is displayed at the entrance of Preschool and copies for Preschool families to take home if requested. Preschool Facebook page and School Website. All relevant educators to review at regular staff meeting.</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>

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.