



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 Regulation 98	Leading and operating department preschool guidelines Emergency Management Procedures

Pre-reading and reference documents

[Emergency and incident management resources](#)
[Relevant emergency authorities](#)
[Incident response plan \(crash card\)](#)
[Sample communications plan](#)
[Emergency Response Exercise Debrief and Report Template](#)
[Emergency evacuation procedure drills](#)

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.
- Notification to the regulatory authority of any serious incident, meaning an incident or class of incidents prescribed by the National Regulations as a serious incident that posed a risk to the health, safety or wellbeing of the children or staff. This notification must be provided within 24 hours of the incident.

<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.</p> <ul style="list-style-type: none"> ● Analysing complaints, incidents or issues and what the implications are for the updates to this procedure, including educators reflections of each lockdown and evacuation practice. ● Reflecting on how this procedure is informed by relevant recognised authorities. ● Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance. ● Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded.
<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> ● 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.
<p>Procedure</p>	
<p>Planning and displayed information</p>	<ul style="list-style-type: none"> ● This procedure is informed by the whole school <i>Emergency Management Plan</i>, which details emergency authorities consulted in its development. A copy is kept in the Preschool Risk Management Plan folder in the office. Regular staff know this procedure as we do two drills per term, one for each group. Casual staff are inducted on their first day at Preschool and shown where copies are kept in the casual folder, policies and procedure folders. ● 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 in the office. <ul style="list-style-type: none"> -Emergency number – 000 -Poisons Information Centre (24hours)- 13 11 26 -Maitland Hospital- 4087 1000 -Maitland Police Station- 4934 0200 -Rutherford Fire Station- 4932 8223 -Street address and telephone number of the preschool- George Street Telarah- 4932 8477

	<ul style="list-style-type: none"> -Nearest crossroad to the preschool premises- Brooks Street ● Information related to evacuation to the emergency assembly point 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. Included in this plan: 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, high winds. This plan is kept in the preschool risk management plan folder in the preschool's office and is updated by the supervisor and educators. ● 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 procedure drills</p>	<ul style="list-style-type: none"> ● Drills for all emergency procedures and evacuations take place at least every 12 weeks. ● 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 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. Our educators take turns at maintaining this documentation. Copies are stored in the preschool office filing cabinet in the evacuation/lockdown file. ● During evacuation and lockdown drills teachers are to take the sign-on book and mobile phone.
<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: <ul style="list-style-type: none"> ○ arrivals and departures register ○ first aid kit ○ individual emergency medication and medical plans ○ children's emergency contacts ● Co-educators are to take emergency contact details, medication, emergency backpacks and check all rooms and toilets. ● On hearing the continuous tone signal to <i>evacuate</i>, the preschool educators instruct the children to assemble at the outdoor Emergency Assembly Point signposted on the grass by the sandpit for a headcount before exiting the Preschool grounds. Once we have exited the grounds, the roll will be taken and high visibility vests will be put on by staff. ● 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 their class cohorts, following their teacher. Co-educators follow at the end of the line after checking the

	<p>premises are empty on leaving. When required, educators will hold the hands of children needing extra support to evacuate.</p> <ul style="list-style-type: none"> • The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal. • On return to Preschool we assemble in class groups at Assembly point 1 and do a head count to ensure all children are accounted for.
During an emergency lockdown	<ul style="list-style-type: none"> • The preschool follows the lockdown procedure noted in the whole school <i>Emergency Management Plan</i> • During a lockdown 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 • Educators are to take emergency contract details, medication, emergency backpacks and check all rooms, outdoor areas and toilets. • On hearing the woop-woop signal to <i>lockdown</i>, the educators direct the children and anyone else present in the Preschool to the designated lockdown areas. • Becan class will gather in the staff room all blinds to be pulled down and door locked. Murrin class will gather in the kitchen with the door locked. • Once inside a head count is made and the roll is checked. Children are to remain silent and sitting in centre of room, away from windows and doors until the 'All Clear' signal is given. • The 'code word' for staff entering either room once lockdown is in progress is (removed from this copy for security purposes)!

Record of procedure's review
Date of review and who was involved
29/03/2022: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell and Julie Greedy.
Key changes made and reason/s why
Updated emergency number for Maitland Hospital. Acknowledged that the outdoor Emergency Assembly Point is now sign-posted in a large green sign for high visibility and updated evacuation procedure to describe all actions taken by staff. Added additional explicit information on lockdown procedures including relation to Emergency Management Plan, what items need to be taken and the roles and responsibilities of children and staff.
Record of communication of significant changes to relevant stakeholders
A copy is displayed at entrance of Preschool and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting.

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