



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 rehearsals		
Staff roles and 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 • all procedures are current and reviewed as part of a continuous cycle of self- assessment • record details of each whole school practice once a term (which includes the Preschool) in the Department of Education's <i>In Case of Emergency</i> (ICE) system • 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 Lead Teacher	<p>The preschool lead teacher 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 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	<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 • this procedure is stored in the preschool, and made accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • details of this procedure are reviewed and documented • ensure all emergency contact lists are updated as required • ensure that portable emergency contact lists are accessible and that evacuation procedures include the carrying of this list by the preschool educators at the point of evacuation of each group. All emergency information is stored in the first aid/excursion backpack • Educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets. • Educators provide children with learning opportunities about emergency evacuation procedures. • Educators add to each child's sense of security, predictability and safety by conducting regular emergency rehearsals. • Educators are alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.
Procedure	
Planning and displayed information	<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. Staff are made aware of this plan during the preschool induction. • Instructions for emergency procedures and evacuation maps are



	<p>clearly displayed at each preschool exit.</p> <ul style="list-style-type: none"> • Emergency contact phone numbers are displayed with the preschool landline phone/in a visible location. • 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 including but not be limited to, a range of emergency situations, including fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threats, violence or robbery. The plan is stored in the Risk Management Folder. • 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 12 weeks (which is double the number required in the school). • Emergency evacuation procedures are practised by each preschool group (Echidnas and Goannas). • 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 evaluation is stored in the First aid/Excursion backpack during the course of the year then archived.
<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 ○ mobile phone ○ First aid/excursion backpack which contains: <ul style="list-style-type: none"> ▪ first aid kit ▪ individual emergency medication and medical plans ▪ children’s emergency contacts <p>These are carried by the preschool teacher or SLSO.</p> • On hearing the signal to <i>evacuate</i>, the preschool educators instruct



	<p>the children to assemble at the safest emergency exit. Usually, we will exit from the back door and through the gate in the preschool outdoor area as this is the most direct route.</p> <ul style="list-style-type: none"> • A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. The preschool teacher leads the children in a single line and the SLSO remains at the end checking the premises is empty on leaving. Children who require individual assistance will hold the hand of an educator. • 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 lockdown</p>	<ul style="list-style-type: none"> • On hearing the signal to <i>lockdown</i>, the educators direct the children and anyone else present in the preschool to the identified shelter location. The shelter location is the preschool classroom in the literacy area. All blinds are closed, and lights are switched off during a lockdown.

<p>Record of procedure's review</p>	
<p>Date of review and who was involved</p>	
<p>5th April 2023: Maree Guy, Anna Clemesha, Larissa Polak</p>	
<p>Key changes made and reason/s why</p>	
<p>Working within our new space led us to review the WHS considerations and review safest exit points.</p>	
<p>Record of communication of significant changes to relevant stakeholders</p>	
<p>Emergency evacuation and lockdown drills are communicated to families through Class Dojo and the Weekly program.</p>	



Record of procedure's review
Date of review and who was involved
23 rd March 2022: Maree Guy, Anna Clemesha, Larissa Polak
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders
Emergency evacuation and lockdown drills are communicated to families through Class Dojo and the Weekly program.

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

Record of procedure's review
Date of review and who was involved
11/10/2022 Maree Guy, Anna Clemesha, Larissa Polak
Key changes made and reason/s why
Moving to new Preschool site location due to flooding rebuild.
Record of communication of significant changes to relevant stakeholders

**LISMORE SOUTH PUBLIC SCHOOL
NGULLIBOO JARJUMS PRESCHOOL**

*Nominated Supervisor/Responsible Person/
Educational Leader: Larissa Polak*

