



Procedure related to emergencies and evacuation

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
2.2	97 98	<u>Emergency Management Procedures</u>

Preschool educators must develop (and review annually) a risk assessment to identify potential emergencies that are relevant to their preschool (e.g. fire, flood, intruder, falling branch or tree etc.).

We have created a risk assessment looking at any hazards relating to our emergency procedures including fire, flood, intruders and storm events (located in risk assessment folder).

This informs the development of preschool-specific instructions to be followed in an emergency situation; lock-down and evacuations.

In an emergency situation, we follow the whole school procedures for lock-down and evacuation. The instructions are displayed in the classroom and attached.

Instructions to be followed in an emergency situation with preschool floor plan, can be found in the preschool at all exit points. It outlines:

- exit route/s
- emergency assembly points
- location of fire extinguishers
- location of fire blanket
- a 'you are here' indicator

Instructions and maps are displayed on each entry/exit door.

It is helpful to store a copy of your whole school Emergency Management Plan with this procedure, as it details the emergency authorities consulted in its development.

A copy of the whole school *Emergency Management Plan* is attached with this procedure.

What emergency contact numbers are displayed with the preschool landline phone?

Emergency contact numbers are displayed with the preschool landline phone, including 000, dial 0 to call outside of the school, our location, closest cross street, police station, hospital, poison hotline, health department, animal pound and principal's contact numbers.

Where and how is a record of these rehearsals maintained?

All educators and children in the preschool and nominated supervisor practice all emergency procedures twice a term (once for each group).

Records of emergency evacuations are kept in the preschool evacuation folder and logged electronically by the principal.

In the preschool's risk management plan for visiting the school, include information related to evacuation to the emergency assembly point/s.

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A serious incident notification must be 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.

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In the case of evacuation, which staff members carry the first aid kit? Children's arrival and departure register? Individual children's emergency medication? Emergency contact details for the children?

In the case of evacuation, staff are responsible for:

Teacher-

- Overall student control
- Leave all internal doors opened and/or unlocked.
- Collect personal belongings – handbag, mobile, wallet
- Collect roll.

- Stand at the classroom door (if able to leave by that passage) and evacuate the students ensuring every child leaves the room.
- Close but do not lock classroom door behind you ensuring you are the last person to leave the room.
- Proceed to the evacuation point
- Mark roll for your own class when safely at evacuation point
- Report any missing students or discrepancies to the Executive of your stage
- Return to classroom only when advised to do so by the Principal or relieving Principal.

SLSO-

- Assist with student control
- Collect First Aid bag and any child medication bags
- Collect personal belongings – handbag, mobile, wallet
- Ensure all outside storerooms doors are closed but not locked (if possible)
- Assist teachers with Preschool students
- Return to Preschool only when advised to do so by the Principal or relieving Principal.

It is important to ensure rehearsals take place at various times and days of the week, to ensure all staff and children have the opportunity to participate

All staff, visitors, volunteers, children and the responsible person in charge (principal) present at the time of a rehearsal, must take part in the rehearsal

Reviewed September 2022