

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
NQS: 2.2 Regulations: 97, 98		Leading and operating department preschool guidelines Emergency Management	Consulting Relevant Authorities, Communication and Notifications Emergency and evacuation rehearsals ACECQA's policy and procedures guidelines – Emergency and evacuation [PDF 451 KB]
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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.		
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 could include: - 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.		
Preschool teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: - 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	
Planning and displayed information	• This procedure is informed by the whole school Emergency Management Plan. This plan is stored with the preschool risk assessment folder which can be found in the preschool office on the compliance shelf. • Emergency authorities were consulted in the development of lock-down, and evacuation emergency procedures. • 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?) • 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. This plan is updated by the preschool AP annually at the beginning of the school year and amended accordingly following an emergency. This plan is stored in the preschool on the shelf above the lockers in the risk assessment 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.
Evacuation and emergency procedures rehearsals	• Rehearsals for all emergency procedures and evacuations take place at least every 3 months (which is double the number required in the school). • 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. These documents are filled out by the educator and SLSO following a rehearsal using the emergency rehearsal template which is to be placed in the in tray in the preschool for checking by preschool administration before being filed in the risk assessment folder. The information is also provided to the school office via email to be entered in In Case of Emergency (ICE) by the school office staff.

During an evacuation	• The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>. • On evacuating, the following items are to be placed into the evacuation tub located on the kitchen bench in the preschool office by the SLSO and are to be taken with the group: — arrivals and departures register — first aid kit — individual emergency medication and medical plans — children's emergency contacts • On hearing the signal to evacuate, the preschool educators instruct the children to assemble. The evacuation siren will be activated by the school office and the children will be assembled at the nearest exit, where maps clearly indicate the safest route for evacuation to either the front or the back of the school depending on where the emergency is taking place. • A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. The children are to walk in single file with the educator at the front and the SLSO at the back. Individual risk assessments will be written and communicated to all staff for any children requiring individual assistance to evacuate the premises. • 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 lock- out (if done by school)	• At Eastern Creek Public School we only do evacuations and lockdowns.
During an emergency lockdown	• On hearing the signal to lockdown, the staff direct the children and anyone else present in the preschool to the identified shelter location. Our identified shelter location is the preschool office. All windows and doors are locked and blinds pulled down. Anyone present is to wait in the preschool office with the doors closed until there are further instructions.
Record of procedure's review	
Date of review	August 30, 2024
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	Emergency rehearsal evaluations to be checked prior to filing to ensure that all information is recorded and the rehearsal has been logged on ICE. Procedure layout updated to reflect the changes made in the leading and operating department preschool guidelines document.
Record of communication of significant changes to relevant stakeholders	Principal: consultation and email Preschool Staff: consultation, staff meeting and email Whole school Staff: preschool induction and email Parents: noticeboard in preschool entrance, school newsletter. 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.

Emergency and Evacuation



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

Date of review	13 August 2025
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	No changes made.
Record of communication of significant changes to relevant stakeholders	Principal: consultation and email Preschool Staff: consultation, staff meeting and email Whole school Staff: preschool induction and email Parents: noticeboard in preschool entrance, school newsletter. 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.

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