### Emergency and evacuation procedure

| Associated National Quality Standard | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.2 | Regulation [97](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div5/reg97)  Regulation [98](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div5/reg98) | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools)  [Emergency Management Procedures](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/emergency-management-procedures) |
| **Pre-reading and reference documents** | | |
| [Emergency and incident management resources](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management)  [Relevant emergency authorities](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-1#Emergency1)  [Incident response plan (crash card)](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-2)  [Sample communications plan](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-1#Emergency1)  [Emergency Response Exercise Debrief and Report Template](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-4)  [Emergency evacuation procedure rehearsals](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-4) | | |
| **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.   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 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 includes:   * 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** | The preschool educators are responsible for working with leadership to ensure:   * 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. | |
| **Procedure** | | |
| **Planning and displayed information** | * This procedure is informed by the whole school *Emergency Management Plan,* whichdetails emergencyauthorities consulted in its development.   + Copies are provided to executive team, and a copy is stored in the main office, the preschool office, and on the school SharePoint. It is also stored on the Department of Education’s ICE (In Case of Emergency) system.   + The plan is reviewed by the whole school WHS committee and communicated to staff by the Deputy Principal. * Instructions for emergency procedures and evacuation maps are clearly displayed at the preschool exit. * Emergency contact phone numbers are displayed with the preschool landline phone. This includes:   + Emergency services – 000 and local police   + Poisons Information Centre   + Canley Heights PS main office   + Mobile numbers of key school staff e.g. principal, DP, General Assistant, school mobile phone   + Incident Reporting Hotline * Information related to evacuation to the emergency assembly point/s is included in the risk management plan for visitors to the school. This is included in the general school induction provided by the main office staff when visitors come to the school for the first time. * A risk management plan is prepared annually related to potential emergencies related to the preschool.   + The plan is developed by the preschool supervisor and preschool educators, and shared with the principal and WHS committee for feedback and review.   + It is stored in the preschool Risk Management folder.   + It includes planning for internal fires or fires on school grounds, bushfires, tree branches falling, intruders or aggressive persons on the vicinity, storms, bomb threats or explosions and stray animals on the school site. * 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 12 weeks (which is double the number required in the school). They are scheduled by the Principal and Deputy Principal, based on a schedule developed by the preschool supervisor. * 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.   + This documentation is completed by the preschool teacher and a copy is provided to the Deputy Principal and stored on SharePoint.   + 12 months worth of records are stored in the preschool evacuation folder. | |
| **During an evacuation** | * The preschool follows the evacuation procedure noted in the whole school *Emergency Management Plan.* * On evacuating, the following items are taken with the group:   + arrivals and departures register - iPad and folder.   + first aid kit   + individual emergency medication and medical plans   + children’s emergency contacts * They are carried by the SLSO in the evacuation bag. Access to the children’s emergency contacts is also available online via smartphones. This bag is taken whenever the preschool group visits other areas within the school. * On hearing the signal to *evacuate*, the preschool educators instruct the children to assemble.   + This is signalled by continuous ringing of the evacuation alarm (whoop whoop).   + The group assemble at the preschool entrance if they are indoors, or at the preschool gate if using the outdoor environment. * A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site.   + The group leaves the preschool in two lines with one educator at the end checking the premises are empty on leaving.   + Any additional support staff within the infants area of the main school are instructed to assist in the preschool, as per the whole school evacuation procedures.   + Educators directly hold hands of children who may require additional support or close supervision.   + Processes for transporting children with additional needs are followed, in accordance with their individual risk management plans. * The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal. | |
| **During a secure alert (lockout)** | * On hearing the signal for secure alert (*lockout),* educators take the necessary steps to move children indoors and lock all external doors and windows. Educators follow the procedure noted in the whole school *Emergency Management Plan.* | |
| **During an emergency lockdown** | * On hearing the signal to *lockdown*, the educators direct the children and anyone else present in the preschool to the identified shelter location. The preschool office and area adjacent (book corner) are the shelter locations, with one staff member in each. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 11.8.2021. Neil Bourke, Susan Langworthy, Sally Egan, Rebecca Donaldson, Rebecca Whitfield, Jessica Le. |
| **Key changes made and reason/s why** |
| Adopted DoE template. |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29.07.22 Sally Egan, Rebecca Donaldson. |
| **Key changes made and reason/s why** |
| Nil – annual review. |
| **Record of communication of significant changes to relevant stakeholders** |
| Rebecca to review procedures with Francesca. |

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

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 8.8.2023. Neil Bourke, Sally Egan, Rebecca Donaldson, Francesca Peterson, Thi Nguyen, Florence Chen. |
| **Key changes made and reason/s why** |
| Updated responsibilities from Business Manager to Principal and Deputy Principal where relevant.  Added reference to individual children’s risk management plans, where there may be additional measures to support safety during emergency procedures.  Renamed lockout to Secure Alert (lockout) |
| **Record of communication of significant changes to relevant stakeholders** |
| Copy provided to WHS committee and Deputy Principal. |

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