

## Emergency and evacuation – preschool procedure table

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  <a href="#">Emergency Management</a>	<a href="#">Consulting Relevant Authorities, Communication and Notifications</a>  <a href="#">Emergency and evacuation rehearsals</a>  ACECQA's policy and procedures guidelines – <a href="#">Emergency and evacuation [PDF 451 KB]</a>

### Responsibilities

<b>School principal</b>	<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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<b>Preschool supervisor</b>	<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. This could include:</p> <ul style="list-style-type: none"> <li>analysing complaints, incidents or issues and the implications for updates to this procedure</li> </ul>

	<ul style="list-style-type: none"> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>they are actively involved in the review of this procedure, as required, or at least annually</li> <li>details of this procedure's review are documented.</li> </ul>

#### *Procedure*

<b>Planning and displayed information</b>	<ul style="list-style-type: none"> <li>This procedure is informed by the whole school Emergency Management Plan, which details emergency authorities consulted in its development. All staff, including relief staff are to be made aware of evacuation and lock down procedures. This is included in the Soldiers' Settlement Public School Policies, staff casual folders and staff induction booklet. New staff will be walked to the evacuation point as part of their induction process.</li> <li>Emergency authorities were consulted in the development of lock-down, lock-out and evacuation emergency procedures.</li> <li>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.</li> <li>Emergency contact phone numbers are displayed with the preschool landline phone. Included are numbers of parent/carers and people listed as emergency contact on enrolment form.</li> <li>Information related to evacuation to the emergency assembly point/s is included in the risk assessment plan for visiting the school.</li> <li>A risk management plan is prepared annually which outlines potential emergencies related to the preschool. This includes, but is not limited to</li> </ul>
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	<p>accidents (falls, burns, electric shocks, etc.), intruders, spider bites, vehicle accidents, flood, fire, falling tree branch, bomb threat, and children getting lost. The preschool teacher updates this plan in coordination with the preschool supervisor and principal. This is communicated to all staff at the preschool, who sign once they have read it. This is then stored in a folder in a locked cabinet in the office.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Evacuation and emergency procedures rehearsals</b>	<ul style="list-style-type: none"> <li>• Rehearsals for all emergency procedures and evacuations take place at least every 3 months (which is double the number required in the school).</li> <li>• These take place at various times and days of the week and use different exit routes.</li> <li>• All staff, visitors, volunteers, children and the responsible person in charge (principal) present at the time of a rehearsal, takes part in the rehearsal.</li> <li>• Following a rehearsal an evaluation of it is made and documented. This documents any required modifications to the emergency procedures or evacuation. The teacher on duty writes this evaluation in coordination with other staff present during drill. This is then stored in a folder in a locked cabinet in the preschool office for staff to refer to at any time. It is also sent to the principal to review, who records the emergency drill on In Case of Emergency (ICE).</li> </ul>
<b>During an evacuation</b>	<ul style="list-style-type: none"> <li>• The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>.</li> <li>• On evacuating, the following items are taken with the group: <ul style="list-style-type: none"> <li>○ arrivals and departures register</li> <li>○ first aid kit</li> <li>○ individual emergency medication and medical plans</li> <li>○ children's emergency contacts</li> </ul> <p>These are carried by preschool educators.</p> </li> <li>• On hearing the signal to evacuate, the preschool educators instruct/point to where the children need to assemble based on what is considered the safest route to take/what route is currently being practised. Educators will lead the children to the evacuation point (Finucane Reserve). One educator at the front, and one at the end of the line.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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 a single line, with one educator at the end checking the premises are empty on leaving. All staff know of children who need extra assistance and will ensure one educator is holding their hand throughout the evacuation.</li> <li>• The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal.</li> </ul>
<b>During an emergency lock-out (if done by school)</b>	<ul style="list-style-type: none"> <li>• On hearing the signal to lockout, staff take the necessary steps to lock all external gates and doors.</li> <li>• They then follow the Emergency Management Plan, including any specific instructions for preschool.</li> </ul>
<b>During an emergency lockdown</b>	<ul style="list-style-type: none"> <li>• On hearing the signal to lockdown, the staff direct the children and anyone else present in the preschool to the identified shelter location. This is the indoor preschool art area.</li> <li>• They then follow the Emergency Management Plan, including any specific instructions for preschool</li> </ul>
<b>After emergencies</b>	<ul style="list-style-type: none"> <li>• A discussion/debrief meeting with children and staff will occur after all emergencies.</li> <li>• Families will also be alerted about all emergencies.</li> </ul>

*Record of procedure's review*

<b>Date of review</b>	<b>2/2/2024</b>
<b>Who was involved</b>	preschool team, whole school staff team, and families
<b>Key changes made and reason why</b>	Transferred to new DOE format from new preschool handbook.
<b>Record of communication of significant changes to relevant stakeholders</b>	Principal: participated in review, handed updated copy Staff: participated in review, updated copy in staffroom policy folder Parents: participated in review, updated copy on website  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.
<b>Date of review</b>	<b>20/2/2023</b>
<b>Who was involved</b>	Preschool team, whole school staff team, children and families
<b>Key changes made and reason why</b>	Added an After Emergencies sections to highlight the need to inform and have debriefs with all stakeholders.
<b>Record of communication of significant changes to relevant stakeholders</b>	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
<b>Date of review</b>	<b>3/2/22</b>
<b>Who was involved</b>	Preschool team, whole school staff team, children and families
<b>Key changes made and reason why</b>	Transferred to new DOE format

<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.</p>
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Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

## Emergency Telephone Numbers

Emergency Ambulance, Fire, Police	000
School Address	29-39 Menin Road, Matraville 2026
Nearest Cross Street	Pozieres Street (Pozieres Street and Menin Road)
School telephone	(02) 9311 1175 (02) 9311 1870
Fax	(02) 9661 4232
Email Address	<a href="mailto:matravilss-p.school@det.nsw.edu.au">matravilss-p.school@det.nsw.edu.au</a>
Mail Address	Menin Road, Matraville NSW 2036
Web Address	<a href="http://www.matravilss-p.school.nsw.edu.au">www.matravilss-p.school.nsw.edu.au</a>
Poisons Information Centre	131 126
Sydney Children's Hospital	9382 1111

Randwick Public Health Unit	9382 8333
Family and Community services (FACS)	132 111
Maroubra Police	9349 9299 138 Maroubra Road Maroubra
Matraville Fire Brigade	94931056 213 Beauchamp Road Matraville
Maroubra Fire Brigade	9349 7408 Maroubra Road & Flower Street Maroubra
Randwick Council	Call centre: 1300 722 542 9399 0999
Security Blacktown	98317622
YMCA S.S - Before & After School Care 7-9am 3-6pm	0437 386-257 0437 804 871 <a href="http://oshc.soldierssettlement.com.au">oshc.soldierssettlement.com.au</a>