

# 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 <a href="#">97</a> Regulation <a href="#">98</a>	<a href="#">Leading and operating department preschool guidelines</a>  <a href="#">Emergency Management Procedures</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Emergency and incident management resources</a>  <a href="#">Relevant emergency authorities</a>  <a href="#">Incident response plan (crash card)</a>  <a href="#">Sample communications plan</a>  <a href="#">Emergency Response Exercise Debrief and Report Template</a>  <a href="#">Emergency evacuation procedure rehearsals</a>		
<b>Staff roles and responsibilities</b>		
<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>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.</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 includes:</p>	

	<ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>• reflecting on how this procedure is informed by relevant recognised 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>
<p><b>Preschool educators</b></p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure’s review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Planning and displayed information</b></p>	<ul style="list-style-type: none"> <li>• This procedure is informed by the whole school <i>Emergency Management Plan</i>, 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.</li> <li>• Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit. <a href="http://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-3">education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-3</a></li> <li>• Emergency contact phone numbers are displayed with the preschool landline phone. See list below.</li> <li>• Information related to evacuation to the emergency assembly point / s is included in the risk management plan for visiting the school.</li> <li>• A risk management plan is prepared annually related to potential emergencies related to the preschool. This includes, but is not limited to 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.</li> <li>• A serious incident notification will be made to Early Learning</li> </ul>

	<p>(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>
<p><b>Evacuation and emergency procedures rehearsals</b></p>	<ul style="list-style-type: none"> <li>• Rehearsals for all emergency procedures and evacuations take place at least every 12 weeks (which is double the number required in the school).</li> <li>• These take place at various times and days of the week and utilise different exit routes.</li> <li>• All staff, visitors, volunteers, children and the responsible person in charge (principal) present at the time of a rehearsal, take part in the rehearsal.</li> <li>• Following a rehearsal an evaluation of it is made and documented. This documentation includes a list of the children absent on the day and staff present and suggests 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 preschool to review, who records the evacuation on In Case of Emergency (ICE).</li> </ul>
<p><b>During an evacuation</b></p>	<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 <i>evacuate</i>, the preschool educators instruct the children to assemble. 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> <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>
<p><b>During an emergency lock-out</b></p>	<ul style="list-style-type: none"> <li>• On hearing the signal to <i>lockout</i>, educators take the necessary steps to lock all external gates and doors.</li> <li>• They then follow the Emergency Management Plan, including any</li> </ul>

	specific instructions for preschool
<b>During an emergency lockdown</b>	<ul style="list-style-type: none"> <li>• 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. 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>Record of procedure's review</b>
<b>Date of review and who was involved</b>
3/2/22 preschool team, whole school staff team, children, and families
<b>Key changes made and reason/s why</b>
Transferred to new DOE format.
<b>Record of communication of significant changes to relevant stakeholders</b>

## 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:matravlss-p.school@det.nsw.edu.au">matravlss-p.school@det.nsw.edu.au</a>
Mail Address	Menin Road, Matraville NSW 2036
Web Address	<a href="http://www.matravlss-p.school.nsw.edu.au">www.matravlss-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	9694 1146 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 oshc.soldierssettlement.com.au