

# Soldiers' Settlement Public School Preschool Procedure



## Emergency and evacuation

**Reviewed:** Management and staff will monitor and review the effectiveness of this policy at Regular intervals throughout the year. Soldiers' Settlement Public School Preschool's Procedures must be reviewed and updated every 12 months. Due for Review in February 2022.

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>

### Pre-reading and reference documents

[Emergency and incident management resources](#)

[Relevant emergency authorities](#)

[Incident response plan \(crash card\)](#)

[Sample communications plan](#)

[Emergency Response Exercise Debrief and Report Template](#)

[Emergency evacuation procedure rehearsals](#)

### Rationale

Soldiers' Settlement Public School has a comprehensive Emergency and Evacuation Policy. Due to the special attendance patterns of the preschool children and their young age it is necessary to have amendments to this policy.

### Procedure Statement

This procedure refers to the responsibilities of staff in the event of an emergency at the school or preschool and the preparation of the children in the case of such an event.

### Procedure

1. Educators will need to act promptly in an emergency. Emergency contact numbers are to be displayed near phone. In the case of evacuation all parent contact details are taken with first-aid back pack to the evacuation point.
2. 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.
3. The Evacuation, Lock Down and Lock Out procedures and a map of the school including route to emergency meeting point is displayed at each exit door which can be viewed from the inside and outside environment.
4. The preschool staff including nominated supervisor must undertake one evacuation drill and one lockdown drill per term for each preschool group.

5. Children should be taught the process of an evacuation or lock down drill including where the meeting point is and how we will leave the centre in a calm and prompt manner.
6. In the event of an evacuation, educators will need to collect rolls, first-aid emergency back pack, medication bag, lock doors and windows and ensure all areas of the preschool have been vacated by the children. Educators will lead the children to the evacuation point (Finucane Reserve). One educator at the front, and one at the end of the line.
7. In the event of a lock down, educators will ensure all windows and doors are locked and that all children are accounted for. Children and educators should congregate in a predetermined safe area, depending on the emergency, located away from windows and doors, until given notice to move.
8. A reflection is recorded about each evacuation and lock down that takes place, including all drills. These are filed in a folder in the preschool office. These reflections help us understand how to improve for next time to ensure a smoother evacuation/lock down. These dates are entered by the principal on ICE app for DoE.
9. A risk minimisation plan for emergency evacuations has been developed and is reviewed annually.
10. A serious incident notification must be made to the early childhood education directorate 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. The nominated supervisor will contact Early Learning (ph: 9266 8198 or 9266 8110) as soon as possible to be provided with the correct notification forms.

**Evaluation** All preschool children will participate in evacuation and lock down drills each year and as stated in element 2.2.2 of the National Quality Standard, 'Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.'

## 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