Preschool emergency and evacuation procedure 

| **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** |
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| **NQS: 2.2**  **Regulations: 97, 98** | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/inside-the-department/teaching-and-learning/leading-and-operating-department-preschool-guidelines)  [Emergency Management](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/emergency-management-procedures) | [Consulting Relevant Authorities, Communication and Notifications](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/current-service-providers/emergency/plan/resource-1)  [Emergency and evacuation rehearsals](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/current-service-providers/emergency/plan/resource-4)  ACECQA’s policy and procedures guidelines – [Emergency and evacuation [PDF 451 KB]](https://www.acecqa.gov.au/sites/default/files/2023-07/PolicyGuidelines_EmergencyAndEvacuation.pdf) |
| **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**  (These tasks may be delegated to other members of the preschool team, but responsibility sits with the 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. * 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   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 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. * 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.) | |
| **Procedure** | | |
| **Planning and displayed information** | * This procedure is informed by the whole school *Emergency Management Plan,* whichdetails emergencyauthorities consulted in its development. The preschool educators are informed of the whole school Emergency Management Plan on their induction and whenever there are changes or updates to the plan. The Emergency Management is displayed in the preschool front office. * Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit. [education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-3](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-3)) * Emergency contact phone numbers are displayed with the preschool landline phone. 000, Wilcannia Police, Wilcannia hospital, numbers are all displayed by the landline phone. * Information related to evacuation to the emergency assembly point / s is included in the risk management plan for visiting the school. * A risk management plan is prepared annually related to potential emergencies related to the preschool. Emergencies included in the preschool plan are fire, flood, intruder, snake & extreme weather. ECT updates the SAFETY Risk Assessment and Management Plan, a copy of this is stored in the preschool office. * 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). * 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. ECT maintains the documentation. [education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management](https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management). Documentation is uploaded to ICE (by the nominated supervisor) and is kept in the Evacuation, Emergency and policies rehearsal at the preschool. | |
| **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   + first aid kit   + individual emergency medication and medical plans   + children’s emergency contacts   ECT & SLSO carries the above items.   * On hearing the signal to *evacuate*, the preschool educators instruct the children to assemble. The group assemble on the butterfly mat in front foyer and await for further instructions. * A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. (The group leave preschool in a single line with an educator at the front, and an educator at the end checking the premises are empty on leaving. * 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) | * On hearing the signal to *lockout*, educators take the necessary steps to lock all external gates and doors. * (note preschool - specific instructions, based on the school’s *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 location is in the hallway in main building of preschool. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 03/03/23 Cara Becroft |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
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#### Record of procedure’s review (master – copy before use)

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| Date of review |  |
| Who was involved | ECT in consultation with the preschool supervisor and preschool educator team.  The principal approved changes and access to current procedures is available to the executive team and anyone who may relieve in the preschool. |
| Key changes made and reason why |  |
| Record of communication of significant changes to relevant stakeholders | Principal:  Staff:  Parents:  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. |