

## Barlu Kurli Preschool Procedure

### Emergency and evacuation

Reviewed: Feb 2019



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	<a href="#">Preschool Handbook</a> reference	School policy or procedure, where applicable
<p><u>Regulation 168 (2)(e)</u> <u>Regulation 97</u></p>	<p>The department's <b><u>Emergency Management Procedures</u></b> set out the responsibilities of staff.</p>		
<p><b><i>Introduction:</i></b></p> <p>Emergency and evacuation situations in a preschool can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre are paramount and as such, Barlu Kurli Preschool is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.</p> <p><b><i>At Barlu Kurli Preschool we;</i></b></p> <ul style="list-style-type: none"> <li>● Conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency;</li> <li>● Risks assessed include but not be limited to a range of emergency situations, including fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threats, violence or robbery;</li> <li>● Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development;</li> <li>● Ensure regular drill/rehearsal and evaluation of emergency and evacuation procedures – at least once each term for each group of children.</li> </ul> <p><b><i>Emergency Management Implementation: -</i></b></p>			

- Each school has an emergency management plan to follow in case of fire, flood, bomb threat or any other emergency situation that requires evacuation of the building. This plan must include procedures for the preschool.
- All preschool staff, including relief staff, must be made aware of the emergency evacuation procedures.
- Copies of the procedures are to be displayed in a prominent position in each playroom and at each main preschool exit.
- Regulation 97 (3) states that all staff and children in the preschool need to practice emergency evacuation procedures once a term. Details of each practice, including an evaluation of the procedures followed, are to be recorded in the Department's In Case of Emergency (ICE) system and kept for two years afterwards.
- At Barlu Kurli Preschool, the Principal records details of each practice in the Department's In Case of Emergency (ICE) system.

### ***Barlu Kurli Preschool Procedure:***

#### **Emergency and Evacuation**

- Each external exit prominently displays the steps to take in an emergency, as well as a map indicating the route to the emergency meeting point and display of an emergency evacuation floor plan.
- Educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers which are displayed near the preschool landline telephone.
- Educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use.
- Ensure that emergency equipment is tested as recommended by recognised authorities.
- Ensure that up to date portable emergency contact lists are accessible and that evacuation procedures include the carrying of this list by the class teacher at the point of evacuation of each classroom.

#### ***Scheduled and Spontaneous Drills/Rehearsals of Responses to Emergency Situations: -***

- Evaluation/feedback forms are completed after each scheduled and spontaneous rehearsal to assist in refining the risk management procedures around the safe evacuation of staff and children.
- Educators provide children with learning opportunities about emergency evacuation procedures.

- Add to each child's sense of security, predictability and safety by conducting regular emergency rehearsals.
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.

***Documentation and Record Keeping: -***

- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed.
- Ensure staff are provided with feedback forms after each evacuation.
- Ensure all emergency contact lists are updated as required.
- Store a copy of your whole school emergency management plan with this procedure, as it will detail the emergency authorities consulted in its development.

*User guide for annual update and review of this LP - Some points to note are;*

- Each external exit needs to display prominently the steps to take in an emergency, as well as a map indicating the route to the emergency meeting point. Attach this information to this procedure and also include it in your casual folder.
- Also attached to this procedure, should be the emergency contact numbers which are displayed next to the preschool landline phone.
- Store a copy of your whole school emergency management plan with this procedure, as it will detail the emergency authorities consulted in its development.
- It is a regulation that all educators and children in the preschool and nominated supervisor practice emergency evacuation procedures (lockdown and evacuation) once a term. Considering the enrolment patterns of the group, the reality of this is that evacuation procedures will need to occur twice a term, to ensure each group has participated. A log of these practices needs to be kept, with an evaluation of the procedures, and stored for two years in the preschool.
- Principals record details of each practice in the Department's *In Case of Emergency* (ICE) system.
- The preschool educators must develop (and review annually) a risk minimisation plan for emergency evacuations.
- 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.

- Contact Early Learning (ph: 9266 8198 or 9266 8110) as soon as possible to be provided with the correct notification forms.