



## Oak Flats Public School Preschool

### Emergency and evacuation – preschool procedure 2024

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 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><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>



<p><b>Preschool teacher(s) and educator(s)</b></p>	<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>
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## Procedure



**Planning and displayed information**

- This procedure is informed by the whole school Emergency Management Plan.
- A copy of the *Emergency Management Plan* is stored in the Preschool kitchenette as well as in the office.
- Emergency authorities were consulted in the development of lock-down, lock-out and evacuation emergency procedures, including the Department of Education Policies and Procedures team.
- 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.
- Emergency contact phone numbers are displayed with the preschool landline phone.
- This procedure is informed by the whole school *Emergency Management Plan*, which details emergency authorities consulted in its development. A copy of this plan is stored in the preschool's procedures folder.
- Oak Flats public school preschool has a bushfire plan. A bushfire plan for the school includes specific detail for the Preschool educators to follow and this is accessible to staff at the front entrance of the Preschool. Staff are informed of this during induction.
- Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit - front door, two back doors and side door.
- Emergency contact phone numbers are displayed with the preschool landline phone and with the instructions for emergency procedures. Phone numbers included: Emergency 000, Poisons information centre, Preschool direct number, School office number, Lake Illawarra Police, Shellharbour Hospital, Child Wellbeing Unit, Fire Brigade - Albion Park, Ambulance, Early Learning Unit.
- Information related to evacuation to the emergency assembly point/s is included in the risk assessment plan for visiting the school.
- A risk management plan is prepared annually which outlines potential emergencies related to the preschool.
- A risk management plan is prepared annually related to potential emergencies related to the preschool. Included in the plan is: motor vehicle/ aircraft crash, earth movement, dangerous animals, insects or reptiles; flood:



fire, tree branch falling; intruder or aggressive person in the vicinity; storm, bomb threat or explosion.

- The preschool staff update the risk management plan annually and it is stored in the procedures and risk assessments folder in the preschool room folder and on the Faculty drive and Google drive.
- 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.
- The preschool floor plan includes exit route/s, emergency assembly points, location of fire extinguishers, location of fire blanket, and a 'you are here' indicator.
- All staff are trained in the emergency evacuation and lockdown procedures for both the preschool and school, are aware of emergency evacuation points, are aware of the placement of telephones and emergency equipment, and are confident in their ability to operate them. Staff (regular, casual and relieving) are notified of emergency information during induction.
  - Educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets.
  - Emergency equipment is regularly tested as recommended by recognised authorities.
  - Portable emergency contact lists are updated when parents inform the preschool of changes to authorised collectors or contact details.

**Evacuation and  
emergency  
procedures  
rehearsals**

- Rehearsals for all emergency procedures and evacuations take place at least every 3 months (which is double the number required in the school).
- All staff, visitors, volunteers, children and the responsible person in charge (principal) present at the time of a rehearsal, takes part in the rehearsal.
- These take place at various times and days of the week and utilise different exit routes. Staff record the names of children who are away and ensure all staff and children have the opportunity to participate at some point throughout the year.
- Following a rehearsal an evaluation of it is made and documented in the *Operational register* (located on top of the lockers). This documentation includes:
  - Date, day and time,
  - Location and cause of the proposed emergency,
  - Exit route taken for an evacuation,
  - Time taken to complete the procedure,
  - Adult/child ratio at the time of the rehearsal,
  - Number of volunteers and visitors on the preschool, premises at the time of the rehearsal,
  - Names of any children who were absent for the rehearsal,
  - Name and signature of the person completing the record, and
  - Comments, results and feedback which is used to make any required modifications to the emergency procedures or evacuation.
- After the completion of all emergency drills for the term, the group, type of emergency (lockdown or evacuation), date, and the number of adults and children is emailed to the school executive member who is responsible for documenting the drills on *In Case of Emergency (ICE)*.
- This documents any required modifications to the emergency procedures or evacuation.
- Children are provided with learning opportunities about emergency evacuation procedures. Social stories about lockdowns and evacuations are used to prepare, educate and ease the anxiety of the children.
- Each child's sense of security, predictability and safety is catered for by conducting regular emergency rehearsals.
- Staff are alert to the immediate needs of all children throughout the scheduled evacuation/lockdown drills.
- Parents and carers are notified via kinderloop of emergency drills.



**During an evacuation**

- The preschool follows the evacuation procedure noted in the whole school *Emergency Management Plan* and displayed at each preschool exit.
- 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
  - mobile phone
  - visitor and staff sign in/out sheets
- These items are in the red backpack located at the back door. Individual medication and plans are collected from the top shelf of the brown cupboard. The SLSO is responsible for carrying these items and collecting the medications.
- The teacher is responsible for collecting the mobile phone, visitor and staff sign in/out sheets and arrival / departure register.
  - On hearing the signal to *evacuate*, the preschool educators instruct the children to assemble. The signal could be a whole school alarm over the intercom followed by an announcement, the preschool fire alarm or the preschool evacuation tambourine used by the preschool teacher.
  - In all emergency/lockdown situations the preschool emergency bell (for lockdowns) or emergency tambourine (for evacuations) will be used by the teacher as this is the bell the children are taught to respond to in case of an emergency.
  - A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. The children leave the preschool in a single line, with the SLSO at the end checking if the premises are empty on leaving. Children who require individual assistance to evacuate the premises are accompanied by the educator at the front of the line.
  - The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal.
  - Upon arrival at the designated assembly point another head count is conducted and staff confirm all children and adults are accounted for. The teacher marks the roll and cross checks the numbers with the arrival / departure registry.
  - The teacher contacts the nominated supervisor (principal) by mobile phone.





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|  | <ul style="list-style-type: none"><li>• The group follows the evacuation route to the designated assembly point.<br/>The group waits here until instructed to do otherwise by the principal.</li></ul> |
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<p><b>During an emergency lock-out</b></p>	<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>● Upon hearing the signal and the decision/direction of a preschool building lockout, educators follow the Evacuation Emergency procedure and take the necessary steps to lock all external gates and doors.</li><li>● Upon hearing the signal and the decision/direction of a whole school lockout, educators follow the Evacuation Emergency procedure and take the necessary steps to lock all external gates and doors. Further direction will be provided by the principal at the whole school emergency assembly point.</li><li>● If necessary, staff and students may be directed to move from or to particular sections of the school.</li><li>● If there is a need to leave the preschool, the red backpack, mobile phone, children's emergency medications and plans and the arrival / departure register are taken by the SLSO.</li></ul>
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<p><b>During an emergency lockdown</b></p>	<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 either congregate in the arts/crafts storeroom with the red door or sit on the preschool mat depending on the situation.</li><li>● When in lockdown, the following items are taken with the group:<ul style="list-style-type: none"><li>● arrival and departure register,</li><li>● mobile first aid kit (red backpack),</li><li>● individual emergency medication and medical plans,</li><li>● children's emergency contact list,</li><li>● visitor and staff sign in/out sheets</li><li>● mobile telephone.</li></ul></li><li>● The lockdown signal could be either a whole school alarm over the intercom, followed by an announcement or the preschool emergency bell located on top of the lockers and rung by the preschool teacher.</li><li>● In all emergency/lockdown situations the preschool emergency bell will be rung by the teacher as this is the bell the children are taught to respond to in case of an emergency.</li><li>● A head count is made on entering the lockdown location and again after the door is closed to confirm all children and adults are accounted for. Head counts are conducted by both the preschool teacher and SLSO and numbers are confirmed with each other. The teacher marks the roll and cross checks the numbers with the arrival / departure registry.</li><li>● The SLSO checks the preschool is empty before entering the storeroom.</li><li>● Staff are to be alert to the immediate needs of all children throughout the evacuation/lockdown.</li><li>● After all numbers are confirmed and all children and adults are secure the teacher contacts the nominated supervisor (principal) by mobile telephone.</li><li>● Stored permanently in the preschool arts/craft storeroom with the red door are provisions in the event of an extended period of time in lockdown. These provisions consist of:<ul style="list-style-type: none"><li>○ plastic cups,</li><li>○ bottled drinking water,</li><li>○ boxes of savoury cracker biscuits,</li><li>○ portable toilet seat and required items.</li></ul></li></ul>
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Record of procedure's review



<b>Date of review</b>	14/08/24
<b>Who was involved</b>	Elisa Higgs, Amanda Falcon, Alice Wigny
<b>Key changes made and reason why</b>	Localised practices detailed in relation to the reflective questions provided by Early Learning.
<b>Record of communication of significant changes to relevant stakeholders</b>	Principal: 14/08/24 Staff: 14/08/24 Parents: 21.8.24 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.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.