



Emergency, Evacuation and Lockdown

Reviewed: 17/08/2021 Next Review: Term 3, 2022

Education and care services regulation/s	<p>Regulation 168 (2)(e) Education and care services must have policies and procedures</p> <p>Regulation 97 Emergency and evacuation procedures</p> <p>Regulation 98 Telephone or other communication equipment</p>
NSW Department of Education policy, procedure or guidelines	<p>Specific to operating an Early Childhood Education Service: Emergency Planning, Management, Response and Recoveries</p> <p>The department's Emergency Management set out the responsibilities of staff. In accordance with procedures, all workplaces must develop emergency management plans.</p>
National Quality Standard(s)	<p>Quality Area 2 2.2 Safety Each child is protected.</p> <p>2.2.1: Supervision At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard</p> <p>2.2.2: Incident and emergency management Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented</p>
Leading and Operating Department Preschool Guidelines	<p>Leading and operating department guidelines pages 39, 47-48 (staff only)</p>
School policy or procedure, where applicable	<p>A serious incident notification will be 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 or if emergency services attended the preschool.</p>

Introduction

Emergency and evacuation situations in a preschool or school 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 children, families, visitors and staff at the centre/school are paramount and as such, Oak Flats Public School and Preschool are 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.

Aim

- Develop (and review annually) risk assessments to identify potential emergencies that are relevant to the preschool. These inform the development of preschool-specific instructions to be followed in an emergency situation; lock-down and evacuation.
- Risks assessed should 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;
- Information related to evacuation to the emergency assembly point is included in the risk management plan for visiting the school (incursions)
- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff (regular, casual and relieving) through the induction process;
- Ensure regular drill/rehearsal and evaluation of emergency and lockdown/evacuation procedures – at least once each term for each group of children.
- These take place at various times and days of the week and utilise different exit routes.
- All staff, visitors, volunteers and children present at the time of a rehearsal, take part in the rehearsal.

Implementation

Nominated Supervisor will:

- Work together with staff to identify potential emergency and evacuation situations that may arise at our centre and identify all risks associated with such situations.
- Work together with staff to develop procedures to manage all risks associated with emergency and evacuation situations.
- Ensure the development and display of an emergency evacuation floor plan. These plans are clearly displayed in the preschool.
- Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.
- Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets.
- Ensure that emergency equipment is tested as recommended by recognised authorities
- Ensure that the preschool has a copy of the whole school Emergency Management Plan and that it is stored with this procedure. (Reviewed February, 2021, effective June, 2021, next review due June, 2022)
- 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.
- 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.

Communication and Display of Emergency and Evacuation Procedures

Nominated Supervisor will:

- Ensure the emergency, evacuation and lockdown procedures and floor plan are displayed at every exit point and that all staff and educators are aware of these.

- Ensure 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.
- Ensure that all staff are trained in the emergency evacuation and lockdown procedures.
- Make a Serious Incident Notification to the Early Learning Unit within 24 hours when there has been an emergency at the preschool that has posed a risk to the health, safety or wellbeing of the children.
- Ensure that all staff are aware of emergency evacuation points.
- Ensure they are aware of the placement of telephones and emergency equipment, and are confident in their ability to operate them.

Educators and staff will:

- Contribute to the development of emergency and evacuation procedures.
- Ensure emergency contact numbers are displayed with the preschool landline in the kitchen and office. Phone numbers displayed include:
 1. Emergency 000
 2. Poisons information centre
 3. Preschool direct number
 4. Main school office number
 5. Lake Illawarra Police District
 6. Shellharbour Hospital
 7. The Child Protection Hotline
 8. The Child Wellbeing Unit
 9. Kids Helpline
 10. Parent Helpline
 11. Fire Brigade
 12. Ambulance
 13. Early Learning Unit
- Ensure they are aware of the emergency evacuation and lockdown procedures for both preschool and whole school situations.
- Ensure the emergency evacuation and lockdown procedures and plans are displayed. Evacuation and lockdown procedures are displayed at the front door, both back doors, and side access door.

Evacuation Emergency

Educators and staff will:

- On evacuating, the following items are taken with the group:
The SLSO is responsible for collecting and carrying these items.

1. arrival and departure register
 2. mobile first aid kit (red back pack)
 3. individual emergency medication and medical health care plans
 4. children's emergency contact list
 5. mobile telephone
- On hearing the signal to evacuate, or determining the need, the preschool educators instruct the children where to assemble. The signal could be:
 1. a whole school alarm over the intercom, followed by an announcement
 2. preschool fire alarm
 3. or preschool emergency bell rung by preschool teacher.
 - 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.
 - Two emergency bells are available for usage, one is kept on top of the preschool lockers and the other is kept on the kitchen counter.
 - A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. Head counts are conducted by both the preschool teacher and SLSO and numbers are confirmed with each other.
 - The children line up single file and follow the teacher when departing the premises.
 - The SLSO checks the preschool is empty on leaving and joins the back of the line.
 - Staff be alert to the immediate needs of all children throughout the evacuation.
 - Children who require individual assistance to vacate the premises will be accompanied by the teacher.
 - 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 contacts the nominated supervisor (principal) by mobile telephone.

Lockdown Emergency

Educators and staff will:

- The educators direct the children and anyone else present in the preschool to congregate in the arts/crafts storeroom with the red door.
- When in lockdown, the following items are taken with the group:

The SLSO is responsible for collecting and holding these items.

1. arrival and departure register
2. mobile first aid kit (red back pack)
3. individual emergency medication and medical plans

4. children's emergency contact list
5. mobile telephone

- On hearing the signal to enter lockdown, or determining the need, the preschool teacher directs the children and anyone else present where to congregate. The signal could be:
 1. a whole school alarm over the intercom, followed by an announcement
 2. or preschool emergency bell rung by preschool teacher.
- 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.
- Two emergency bells are available for usage, one is kept on top of the preschool lockers and the other is kept on the kitchen counter.
- 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 SLSO checks the preschool is empty before entering the storeroom.
- Staff are to be alert to the immediate needs of all children throughout the evacuation/lockdown.
- After all numbers are confirmed and all children and adults are secure the teacher contacts the nominated supervisor (principal) by mobile telephone.
- 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:
 1. plastic cups
 2. bottled drinking water
 3. Individual use packets of chips
 4. boxes of savory cracker biscuits
 5. portable toilet seat and required items

Lockout Emergency

Preschool Building

Upon 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.

Whole School

Upon 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.

Drills/Rehearsals of Emergency, Evacuation and Lockdown

- Ensure that rehearsals of evacuation and lockdown procedures are regularly scheduled, at least once every term for each group, and that they take place at various times and days of the week to ensure all staff and children have the opportunity to participate;
- Participate with the children in any whole school lockdown and evacuation rehearsals and document the rehearsal.

- Ensure that all staff, visitors, volunteers, children and the responsible person in charge (the Principal) present at the time of a rehearsal take part in the rehearsal;
- Complete a Record of Emergency Procedure Rehearsals form (located in Operational Register) after each scheduled and spontaneous rehearsal to assist in refining the risk management procedures around the safe evacuation of staff and children;
- 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 evacuation/lockdown drills.

Documentation and Record Keeping

- Emergency, Evacuation and Lockdown Drills/Rehearsals are documented on the Record of Emergency Procedure Rehearsals form which is located in the *Operational Register* as soon as practical. Details to be included are:
 1. Date, day and time
 2. Location and cause of the proposed emergency
 3. Exit route taken for an evacuation
 4. Time taken to complete the procedure
 5. Adult/child ratio at the time of the rehearsal
 6. Number of volunteers and visitors on the preschool premises at the time of the rehearsal
 7. Names of any children who were absent for the rehearsal
 8. Name and signature of the person completing the record, and
 9. Comments, results and feedback.
- Ensure copies of emergency phone numbers and children's emergency contact lists are kept in the portable first aid kit. Ensure all emergency contacts are updated as required.
- The documentation and record keeping is the responsibility of the SLSO. After documenting evidence of each emergency, evacuation and lockdown drill/rehearsal the SLSO is to notify the assistant principal in charge of recording evacuations and lockdowns for the whole school, informing them of the drill/rehearsal information.

School Principal, Early Childhood Teacher and Educators

The principal is responsible for ensuring:

- the preschool is compliant with legislative standard 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

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 the procedure's review are documented

