



ASHCROFT PUBLIC SCHOOL

Emergency and Evacuation

Reviewed: 11/2022

To be reviewed: 2023

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 97 Regulation 98	Leading and operating department preschool guidelines Emergency Management Procedures
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		
Procedure		
<p>This procedure should be read in conjunction with the school emergency management plan, developed by our school Health and Safety committee. This plan contains a preparation for emergency risk assessment.</p>		
Planning and displayed information	<ul style="list-style-type: none"> On commencement with the department, all employees must complete an online health and safety induction course. As part of a local induction, casual and relieving preschool staff will have the location of these procedures highlighted. This procedure is informed by the whole school <i>Emergency Management Plan</i>, which details emergency authorities consulted in its development. All staff are made aware of the plan at the beginning of each year, and as changes are made. Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit. Displayed at each external exit are our evacuation, lockdown and lockout procedures and map. These procedures are also in the preschool casual folder. Emergency contact phone numbers are displayed with the preschool 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 by the preschool educators and supervisor, related to potential emergencies related to the preschool. 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	<ul style="list-style-type: none"> Rehearsals for all emergency procedures and evacuations take place at least every 12 weeks (which is double the number required in the 	

<p>procedures rehearsals</p>	<p>school) for each group.</p> <ul style="list-style-type: none"> • 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. The preschool teacher will advise the Principal the dates of the rehearsals which they will record in <i>In Case of Emergency (ICE)</i>. • A hardcopy record of these rehearsals is kept in a booklet, including an evaluation of the procedures, in the preschool kitchen.
<p>During an evacuation</p>	<ul style="list-style-type: none"> • The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>. • On evacuating, the following items are taken with the group by the preschool SLSO: <ul style="list-style-type: none"> - arrivals and departures register - first aid kit - individual emergency medication and medical plans - children's emergency contacts • On hearing the signal to <i>evacuate</i>, the preschool educators instruct the children to assemble. • A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. e.g. children will line up in two lines, with one 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.
<p>During an emergency lock-out</p>	<ul style="list-style-type: none"> • On hearing the signal to <i>lockout</i>, educators take the necessary steps to lock all external gates and doors.
<p>During an emergency lockdown</p>	<ul style="list-style-type: none"> • On hearing the signal to <i>lockdown</i>, the educators direct the children and anyone else present in the preschool to the identified shelter location.

<p>Record of procedure's review</p>	
<p>Date of review and who was involved</p>	
<p>03/11/2022</p>	<p>Karen Ali, Sarah Philp, Shayla Rash</p>
<p>Key changes made and reason/s why</p>	<p>Sections created to make procedure clearer to follow</p>
<p>Record of communication of significant changes to relevant stakeholders</p>	<p>Procedure displayed in preschool foyer and communicated to staff at staff meeting.</p>

Copy and paste a new table to record each occasion the procedure is reviewed