

Coota Gulla Preschool Procedures



Emergencies and Evacuation

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
2.2	97 98	<ul style="list-style-type: none"> Emergency Management Procedures
Next Review Date:		20/11/23

Risk Assessment Plans: -

All Risk Assessment Plans are reviewed annually unless an incident occurs during that activity. In that case, the relevant Risk Assessment Plan is reviewed as soon as possible and changes made to reduce the chance of that incident recurring, if possible.

A general Risk Assessment Plan covers all common activities on school grounds, for example P-6 Assemblies, visiting the Aboriginal Garden, playing on the oval, evacuation drills.

For any in-school activities not included in the above plan or for any off-site excursions, separate Risk Assessment Plans are created.

All plans take into consideration of risks in the environment they will be exposed to and any special needs/behaviour considerations of the group. The required educator/student ratio is maintained at all times.

Evacuations, Lockdowns, Lockouts: -

All signage is displayed in the preschool in compliance the *Education and Care Services National Regulations* and *Health and Safety Directorate (DoE)* requirements next to both exit points of the building.

In the case of an evacuation (drill or real), the Aboriginal Education Officer (or, in her absence, the School Learning Support Officer) collects the First Aid Kit and the Attendance Register. The First Aid kit contains individual children's medications and Health Care Plans.

One educator leads the line and one follows at the end to ensure all children remain together. Any children who are known to abscond are held by the hand by an educator.

Drill Records: -

- After each drill a copy of the *Record of Emergency Procedure Rehearsals* is completed.
- A copy is kept in the nominated supervisor's office (DP) in a designated preschool folder.
- The original record is kept in the preschool foyer to be accessed by all.
- In the case of evacuation drills, the nominated supervisor uploads the information on the department's website, *ICE – In Case of Emergency*.
- In the case of lockdowns/lockouts, a record of the drill is entered on the *Record of Emergency Response Drills* register in the *Health and Safety* folder located in the DP's office.

Frequency: -

- Evacuation Drills are held once every term for each group (Goannas and Gynea Lilies).

- Lockdown once a semester for each group (Goannas and Gynea Lilies).
- Lockout once a semester for each group (Goannas and Gynea Lilies).

Response to serious incidents: -

An incident notification is made to Early Learning (7814 2740) 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.

A report is also made to the *Incident Report and Support Hotline* (1800 811 523) by the Preschool Supervisor.