

Emergency and evacuation

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 Emergency Management	Consulting Relevant Authorities. Communication and Notifications Emergency and evacuation rehearsals ACECQA's policy and procedures guidelines – Emergency and evacuation [PDF 451 KB]

Responsibilities

School principal	<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"> the preschool is compliant with legislative standards 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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
Preschool supervisor	<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"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities planning and discussing ways to engage with families and communities, including how changes are communicated developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure

- this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers
- they are actively involved in the review of this procedure, as required, or at least annually
- details of this procedure's review are documented.

Procedure

Planning and displayed information

- This procedure is informed by the whole school *Emergency Management Plan*.
- The *Emergency Management Plan* is shared with staff at the Communication Meeting and via email. It is then stored on SharePoint so all staff have access.
- The Work, Health and Safety Advisor was consulted in the development of lock-down, lock-out and evacuation emergency procedures.
- Instructions for what must be done in the event of an emergency, and an emergency and evacuation floor plan are clearly displayed at each preschool exit.
- Emergency contact phone numbers are displayed with the preschool landline phone, including:
 - Emergency services
 - Poisons information centre
 - Liverpool police station
 - Local fire control centre
 - Liverpool West Public School office
 - Preschool reporting hotline
- Information related to evacuation to the emergency assembly points 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. The included emergencies are:
 - accident or serious injury to child or staff member where medical attention or hospitalisation is required
 - fatal incident involving a child, family member or staff member at the education and care service
 - burst water main or pipe, fire, flood, bomb threat, siege or hostage situation, gas leak
 - cyclone, severe storm or dust storm, blizzard or ice, atmospheric contaminant
 - dangerous animal, insect or reptile
 - violent or potentially violent individual
 - lost, missing, unaccounted for or abandoned child.
- The risk management plan is reviewed annually or sooner if an emergency occurs.
- 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 procedures rehearsals

- Rehearsals for all emergency procedures and evacuations take place at least every 3 months.
- These take place at various times and days of the week and use different exit routes.
- All staff, visitors, volunteers, children and the responsible person in charge (principal/delegated supervisor) present at the time of a rehearsal, takes part in the rehearsal.

	<ul style="list-style-type: none"> Following a rehearsal, an evaluation of it is made and documented. This documents any required modifications to the emergency procedures or evacuation. This documentation is stored in the <i>Record of Emergency Response Drills</i> folder stored in the preschool office. Drills are also added on School planning and reporting online (SpaRO) by the preschool supervisor.
During an evacuation	<ul style="list-style-type: none"> The preschool follows the evacuation procedure noted in the whole school Emergency Management Plan. On evacuating, the following items are taken with the group: <ul style="list-style-type: none"> arrivals and departures register first aid kit individual emergency medication and medical plans children's emergency contacts. The individual emergency medication and medical plans and children's emergency contacts are stored in a separate medical bag. The evacuation bag and medicine bag are collected by the educators. On hearing the signal to evacuate, the preschool educators instruct the children to assemble. The evacuation signal is one continuous bell. The default assembly area is the playing field. If the chief warden decides that this is unsafe or if emergency services direct evacuation to occur offsite, then the assembly point is the hall COLA where the school can evacuate to Ireland Park. A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. The children line up in pairs, holding their partner's hand. Those children requiring individual assistance are taken by hand by one of the educators. The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the chief warden.
During an emergency lock-out (if done by school)	<ul style="list-style-type: none"> On hearing the signal to lockout (3 bells, pause, 3 bells), staff take the necessary steps to lock all external gates and doors. The preschool follows the school's Emergency Management Plan.
During an emergency lockdown	<ul style="list-style-type: none"> On hearing the signal to lockdown (10 short bells), the staff direct the children and anyone else present in the preschool remain out of sight of the windows/doors. The preschool follows the school's Emergency Management Plan.

Record of procedure's review

Date of review	16/5/25
Who was involved	Preschool educators
Key changes made and reason why	Annual review
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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.

Date of review	20/5/24
Who was involved	Preschool educators
Key changes made and reason why	Updated to the new template and new preschool site
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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.

Date of review	5/12/2023
Who was involved	Alex Mai, Norma Burrows
Key changes made and reason why	<ul style="list-style-type: none"> Formatting, change of phone numbers. Reviewed to reflect the new preschool environment
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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.