

Emergency Plan and Class Rolls

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 97 Regulation 98	Emergency Management Procedures Reporting School accidents Policy PD/2002/0064/V04 Implementation Document: Reporting School Accidents support document
Pre-reading and reference documents		
Leading and Operating a Departmental Preschool Preschool Evacuation Plan (attached) Preschool Evacuation Floor Plan (attached) Preschool Staff Responsibilities (attached) Evacuation and Emergency Rehearsal Register (attached) Whole School Evacuation Plan (attached) including: <ul style="list-style-type: none"> • Staff responsibilities • Evacuation school map • Evacuation Plan • Lockdown Procedure • Emergency Procedure • Evacuation Poster 		
Staff roles and responsibilities		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <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. 	
Preschool supervisor	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.	
Preschool educators	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> • 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 this procedure's review are documented. 	

Procedure

Emergency Plan

The preschool **emergency and evacuation procedure** support the implementation of the school 'Emergency Management Plan' within the preschool. It includes instructions for action to be taken in an emergency situation or evacuation and is developed and reviewed in consultation with the school WHS committee. The preschool evacuation plan includes a floor plan, staff responsibilities and emergency rehearsal register. The instructions are displayed prominently at all preschool exits for staff and volunteers to follow if necessary. The evacuation plan includes the school plan, inclusive of a school evacuation map, lock-down and/or lock-out instructions, evacuation plan, staff responsibilities and emergency procedure.

The preschool floor plan, documents:

- the evacuation route/s out of the preschool building
- route to assembly points
- location of fire extinguishers and fire blankets
- where the group will shelter in the case of a lock-down
- a 'you are here' indicator.

Each emergency procedure is rehearsed every three months by each group. Exits are alternated at each rehearsal. Documentation of each rehearsal with evaluative comments and required adjustments are documented and filed.

Emergency contact numbers are displayed for quick reference beside each telephone handset.

Record of procedure's review

Date of review and who was involved

Term 3 – week 9, 2021 – Kristen McNeill

Key changes made and reason/s why

Record of communication of significant changes to relevant stakeholders

Amiee Jahshan – School Principal
Joanne Jurgeit –Preschool teacher
Patricia May – Preschool SLSO

Record of procedure's review

Date of review and who was involved

Term 2, 17 June 2022 – Joanne Jurgeit

Key changes made and reason/s why

Record of communication of significant changes to relevant stakeholders

Amiee Jahshan – School Principal
Patricia May – Preschool SLSO