

Preschool Procedure

Emergency and Evacuation



Current	Term 2 2020
Next Review	Term 2 2021
Regulation(s)	R97-98
National Quality Standard(s)	<p>2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard</p> <p>2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented</p>
Relevant DoE Policy and link	<p>https://education.nsw.emergency-planning-and-incident-response/emergency-management-procedures</p> <p>https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/workhealthsafety/swl/proc/emergencymanagementguidelines.pdf</p> <p>https://education.nsw.gov.au/policy-library/policies/reporting-school-accidents</p> <p>https://education.nsw.gov.au/policy-library/associated-documents/sup_doc.pdf</p>
DoE Preschool Handbook January 2016	Emergency Management p. 42
Key Resources	<p>Leading and Operating a Departmental Preschool</p> <p>Preschool Evacuation Plan (attached)</p> <p>Preschool Evacuation Floor Plan (attached)</p> <p>Preschool Staff Responsibilities (attached)</p> <p>Evacuation and Emergency Rehearsal Register (attached)</p> <p>Whole School Evacuation Plan (attached) including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff responsibilities <input type="checkbox"/> Evacuation school map <input type="checkbox"/> Evacuation Plan <input type="checkbox"/> Lockdown Procedure <input type="checkbox"/> Emergency Procedure <input type="checkbox"/> Evacuation Poster

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.