

Preschool Procedure

Emergency and Evacuation



Current	Term 3 2019
Next Review	Term 3 2020
Regulation(s)	R97-98
National Quality Standard(s)	2.2: Each Child is Protected
Relevant DoE Policy and link	https://education.nsw.emergency-planning-and-incident-response/emergency-management-procedures
Relevant School Procedure	
Key Resources	<p>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:</p> <ul style="list-style-type: none"> ➤ Staff responsibilities ➤ Evacuation school map ➤ Evacuation Plan ➤ Lockdown Procedure ➤ Emergency Procedure ➤ 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.