



Emergency and Evacuation

Reviewed: 25/07/2019 Next Review: August 2020

Education and care services regulation/s	<ul style="list-style-type: none"> • Regulation 168 (2)(e) Education and care service must have policies/procedures • Regulation 97 Emergency and evacuation procedures
NSW Department of Education policy, procedure or guidelines	<p>The following department document can be accessed from the preschool section of the department's website;</p> <p>The department's Emergency Management Procedures set out the responsibilities of staff. In accordance with procedures, all work places must develop emergency management plans.</p>
National Quality Standard(s)	<p>2.2.1: Supervision At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard</p> <p>2.2.2: Incident and emergency management Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented</p>
Preschool Handbook reference	<p>Preschool handbook (PDF 7.17MB) – Wellbeing page 42 Wellbeing Appendix, 2.6 Arrival and departure procedures</p>
School policy or procedure, where applicable	<p>A serious incident notification must be made to the early childhood education directorate 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. The Early Learning Unit is to be contacted as soon as possible and provided with the correct notification forms.</p>

Introduction

Emergency and evacuation situations in a preschool can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all children, families, visitors and staff at the centre are paramount and as such, Oak Flats Preschool is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

Aim

- Conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency;
- Risks assessed should include, but not be limited to a range of emergency situations, including fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threats, violence or robbery;
- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development;
- Ensure regular drill/rehearsal and evaluation of emergency and evacuation procedures – at least once each term for each group of children.

Implementation

- As our risk management approach to emergency and evacuation situations the Nominated Supervisor will:
- Work together with staff to identify potential emergency and evacuation situations that may arise at our centre to identify all risks associated with such situations.
- Work together with staff to develop procedures to manage all risks associated with emergency and evacuation situations. These procedures are clearly displayed in the preschool.
- Ensure the development and display of an emergency evacuation floor plan.
- Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.
- Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets.
- Ensure that emergency equipment is tested as recommended by recognised authorities.
- Ensure that up to date portable emergency contact lists are accessible and that evacuation procedures include the carrying of this list by the class teacher at the point of evacuation of each classroom.

Educators will:

- Assist the Nominated Supervisor in identifying risks and potential emergency situations.
- Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations.
- Ensure they are aware of the placement of telephones and emergency equipment, and are confident in their ability to operate them.

Communication and Display of Emergency and Evacuation Procedures

The Approved Provider and Nominated Supervisor will:

- Ensure the emergency, evacuation and lockdown procedures and floor plan are displayed at every exit point and that all staff and educators are aware of these.
- Ensure that all staff are trained in the emergency evacuation and lockdown procedures.
- Ensure that all staff are aware of emergency evacuation points.

Educators and staff will:

- Contribute to the development of emergency and evacuation procedures.
- Ensure they are aware of the emergency evacuation and lockdown procedures.
- Ensure the emergency evacuation and lockdown procedures and plans are displayed.

Scheduled and Spontaneous Drills/Rehearsals of Responses to Emergency Situations

Educators and staff will:

- Provide staff and educators with specific procedures around all potential emergency situations;
- Ensure that the evacuation and lockdown procedures are in accordance with the evacuation floor plan;
- Ensure that rehearsals of evacuation and lockdown procedures are regularly scheduled, at least once every term for each group, and that it takes place at a time that maximises the number of children and staff participating in the drill;

- Evaluation/feedback booklet is completed after each scheduled and spontaneous rehearsal to assist in refining the risk management procedures around the safe evacuation of staff and children;
- Provide children with learning opportunities about emergency evacuation procedures;
- Add to each child's sense of security, predictability and safety by conducting regular emergency rehearsals;
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation and lockdown drills.

Documentation and Record Keeping

- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed;
- Ensure staff feedback is recorded in emergency and evacuation booklet; and
- Ensure all emergency contact lists are updated as required.