

# Orange Grove Public School Preschool

## Emergency and Evacuation Procedures

| Associated National Quality Standard | Education and Care Services National Law or Regulation         | Associated department policy, procedure or guideline   |
|--------------------------------------|--|--|
| 2.2                                  | Regulation <a href="#">97</a><br>Regulation <a href="#">98</a> | <a href="#">Leading and operating department preschool guidelines</a><br><a href="#">Emergency Management Procedures</a> |

### Pre-reading and reference documents

[Emergency and incident management resources](#)  
[Relevant emergency authorities](#)  
[Incident response plan \(crash card\)](#)  
[Sample communications plan](#)  
[Emergency Response Exercise Debrief and Report Template](#)  
 Emergency evacuation procedure rehearsals

### Staff roles and responsibilities

|                             |   |
|-----------------------------|---|
| <b>School principal</b>     | <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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>                               |
| <b>Preschool supervisor</b> | <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.</p> <ul style="list-style-type: none"> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul> |

| Staff roles and responsibilities  |   |
|---|---|
| <b>Preschool educators including K-6 staff, relief staff and casual staff</b> | <p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, at least annually, or as required</li> <li>• ensuring the details of this procedure's review are documented.</li> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> </ul> |

| Record of procedure's review  |
|---|
| Date of review and who was involved   |
| 08/03/23- Lauren Tinslay  |
| Key changes made and reason/s why   |
| - Removal of provision of physical copies of risk management plans as we now store all files digitally. |
| Record of communication of significant changes to relevant stakeholders                                 |
| - Communicated to preschool staff and principal on 15/03/23   |

### **Planning and displayed information**

This procedure is informed by the whole school Emergency Management Plan, which details emergency authorities consulted in its development. The whole school emergency management plan is stored in soft copy the staff share Preschool file under Policies and Procedures and the current year. This is accessible by all staff using a Department of Education login.

Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit.

The following information, including contact numbers, are clearly displayed in the preschool office, next to the landline telephone:

Emergency number – 000  
 Poisons Information Centre (24hours)- 13 11 26  
 Local hospital casualty department- Royal Prince Alfred (RPA) 95156111  
 Local police – Glebe Police Station 95528099  
 School Phone number: 9810 1378 School Address: 2-8 Perry St, Lilyfield NSW 2040.  
 Preschool is located in Block E, near Balmain Rd next to Bambini Child Care Centre.  
 Nearest cross street: Balmain Rd and Perry St

Information related to evacuation to the emergency assembly point/s are included in the risk management plan for visiting the school.

A risk management plan is prepared annually related to potential emergencies related to the preschool including plane crash, flood, fire, fallen tree branch, storm, bomb threat or intruder. This plan is reviewed annually by preschool educators. The plan is stored in soft copy on the Staff Share server in the Preschool, policies and procedures folder for the current year. This is accessible by all staff using a Department of Education login.

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 evacuations, lock downs and lock outs take place at least every 12 weeks (which is double the number required in the school). These rehearsals take place at various times and days of the week and utilise different exit routes.

All staff, visitors, volunteers, children and the responsible person in charge (the school principal or delegate) who are present on the day, take part in the rehearsal.

Following the rehearsals, an evaluation is made and documented by the preschool educators. This documentation includes a list of the children and staff present and suggests any required modifications to the emergency procedures or evacuation. The document is sent to the school principal and stored in hard copy on the preschool fridge and in digital copy on the Staff Share drive under "Evacuation rehearsals".

### **During an evacuation**

The preschool follows the evacuation procedure noted in the whole school Emergency Management Plan.

On hearing the signal to evacuate, the preschool educators instruct the children to assemble. The whole school signal is a siren for

The group follows the evacuation route to the designated assembly point. The group waits there until instructed to do otherwise by the principal.

On evacuating, the following items are carried by the preschool teacher and SLSO:

- o arrivals and departures register
- o first aid kit with general use EpiPen and Ventolin
- o individual emergency medication and medical plans
- o children's emergency contacts

In an evacuation, no person is to return to the preschool building until declared safe to do so by the school principal.

The designated assembly points and evacuation routes are:

1. The school basketball court via the back gate or front door of the preschool beside D block.
2. The school oval via the back gate or front door beside D block, through the basketball court.
3. Offsite: Rozelle Public School via the front door, Balmain Rd gate, Balmain Rd traffic lights and along Balmain Rd approximately for 1km.

### **Steps to implement whole-school evacuation**

If an emergency occurs in the preschool vicinity, the teacher or SLSO will call the front office to raise the alarm and notify other staff members immediately. The following procedures will apply from the time the alarm is raised.

1. Evacuation alarm through electronic PA, internal phone system or continuous ringing or electric bell. If electric bell fails, continual blast on evacuation horn.

2. The Preschool teacher will:

- use the emergency whistle on the first aid kit bag to gather children at the front or rear exit of the preschool in two lines.

- take emergency folder, accident forms, portable first aid kit and fire warden helmet from beside the back door of the preschool on the way.
- get their mobile phone - perform a head count to check for children who may not have followed instructions to line up.
- check the sign in and out register to ensure all children who are present that day are accounted for before leaving the preschool.
- wear the fire warden hat and walk at the front of the line.
- perform periodic head counts while walking, as well as before and after crossing any roads.

3. The Preschool SLSO will:

- get the sign in/out register for the day
- locate children's shoes in the shoe bucket and carry them.
- lock the front door of the preschool (if exiting from the back) or the back door (if exiting via the front door)
- get individual children's medications from the children's bathrooms.
- check the indoor and outdoor environments to ensure there are no children left behind.
- assist children with additional needs to leave the premises, as required
- walks at the end of the line, supporting children as needed.

4. Children are walked in the safest, most direct route to the evacuation point, either the school basketball court or other designated area offsite.

5. On arrival at the evacuation point, the teacher will mark the roll and inform executive staff of any children who are missing. NOTE: The teacher who is with the class at the time of the emergency is responsible for evacuating the children and marking the roll.

### **During a lockdown**

On hearing the signal to lockdown, the educators direct the children and anyone else present in the preschool to gather in the preschool office.

#### **Steps to implement lockdown**

1. An educator will blow the emergency whistle to signal the children to gather with them and the children will be asked to return inside the preschool building

2. The Preschool Teacher will:

- check the outdoor environment to see if any children have been left outside/not heard the emergency whistle.
- gather the children inside the preschool office, perform a head count and mark the roll.

3. The Preschool SLSO will:

- check the indoor environments to see if any children have been left behind/not heard the emergency whistle.
- get the sign in/out register from out the front
- turn off the lights inside the preschool and lock the front and back doors.

4. The educators will sit with the children and read a story to help them keep quiet for the duration of the lockdown.

In a lockdown no person is to leave until declared safe to do so by the school principal.

### **During a lock out**

On hearing the signal to lockout, educators take the following steps to lock all external gates and doors.

#### **Steps to implement lockout**

1. An educator will blow the emergency whistle to signal the children to gather with them and the children will be asked to return inside the preschool building.

2. The Preschool Teacher will: - check the outdoor environment to see if any children have been left outside. - gather the children inside perform a head count and mark the roll.

- notify the office that all children have been accounted for.

3. The Preschool SLSO will:

- check the indoor environments to see if any children have been left behind.

- get the sign in/out register from out the front

- turn off the lights inside the preschool and lock the front and back doors.

In a lockdown or lockout no person is to leave until declared safe to do so by the school principal.

| Records of procedure's previous review   |  |
|--|--|
| Date of review and who was involved  |  |
| 30/03/22- Lauren Tinslay   |  |
| Key changes made and reason/s why  |  |
| <ul style="list-style-type: none"><li>- Information related to evacuation to the emergency assembly point / s is included in the risk management plan for visiting the school due to updated title for this record.</li><li>- Clarification about the use of the emergency whistle as a signal for evacuation or lockdown to the children due to feedback from 2021 about children knowing the signal.</li><li>- Added noted for SLSO to locate children's shoes in the shoe bucket and carry them in a bag after critical reflection about the issue of children who have taken their shoes off during emergency evacuation rehearsals.</li></ul> |  |
| Record of communication of significant changes to relevant stakeholders  |  |
| 01/04/22- Kylie Pearse (educator), Scott McBain (Preschool supervisor)   |  |
| 29/04/22- Kasey Heness (Nominated Supervisor)  |  |
| 09/05/22- communicated to the school Parents and Citizens association  |  |