

Stockton Public School Preschool Procedure

Emergency and evacuation



Reviewed: February 2019

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p><u>Regulation 168 (2)(e)</u></p> <p><u>Regulation 97</u></p>	<p>The following department document can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> Emergency Management Procedures 		
<ul style="list-style-type: none"> Each exit displays the steps to take in an emergency, as well as a map indicating the route to the emergency meeting point. This information and procedure are included in the casual folder and the policy and procedure folder. Emergency contact numbers are displayed next to the preschool landline phone. A copy of the whole school emergency management plan details the emergency authorities consulted in its development. Each group(Bathu Bila and Garuwa) practice emergency evacuation procedures (lock down and evacuation) once a term. A log of these practices is kept, with an evaluation of the procedures, and stored for two years in the preschool. Principal – Jodie Holt- records details of each practice in the Department's <i>In Case of Emergency</i> (ICE) system. Risk minimisation plans for emergency evacuations are reviewed annually. 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. Contact Early Learning (ph: 9266 8198 or 9266 8110) . 			