

Stockton Public School Preschool



Emergency and evacuation procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure, or guideline
2.2	Regulation 97 Regulation 98	Leading and operating department preschool guidelines pgs. 59-60 Emergency Management Procedures
Pre-reading and reference documents		
<p>Emergency and incident management resources</p> <p>Relevant emergency authorities</p> <p>Incident response plan (crash card)</p> <p>Sample communications plan</p> <p>Emergency Response Exercise Debrief and Report Template</p> <p>Emergency evacuation procedure rehearsals</p>		
Staff roles and responsibilities		
School Principal	<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"> • the preschool is compliant with legislative standards related to this procedure at all times. • all staff involved in the preschool are familiar with and implement this procedure. • all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	

<p>Preschool supervisor</p>	<p>The preschool supervisor supports the Principal in their role and is responsible for supporting the educators in reviewing this procedure through a process of self-assessment and critical reflection. These could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents, or issues and what the implications are for the updates to this procedure. • reflecting on how this procedure is informed by relevant recognised authorities. • planning and discussing ways to engage with families and communities, including how changes are communicated. <p>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</p>
<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure. • storing this procedure in the preschool, and making it accessible to all staff, families, visitors, and volunteers. • being actively involved in the review of this procedure, as required, or at least annually. • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Planning and displayed information</p>	<ul style="list-style-type: none"> • This procedure is informed by the whole school <i>Emergency Management Plan</i>, which details emergency authorities consulted in its development. This plan would be stored in the principal's office and made available online under the schools' procedures and policies. • Preschool educators will need to act promptly in an emergency. • Emergency contact phone numbers are displayed with the preschool landline phone. <p>These include:</p> <ul style="list-style-type: none"> • Emergency number - 000 • Poisons Information Centre (24hours)- 13 11 26 - John Hunter Hospital- 49213000 • Waratah Police- 49266599 • Our address: 10 Clyde St Stockton • Nearest crossroad - William St

	<ul style="list-style-type: none"> • Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit. This information and procedure are included in the casual folder and the policy and procedure folder. • Information related to evacuation to the emergency assembly point/s is 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. Included in the plan is fire, flood, intruder, snake emergencies. This is updated annually by the preschool staff or when required and is stored in the preschool office. • 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. • All individuals who come into contact with the service must be made aware of the Emergency Procedure for an evacuation and lock-down.
<p>Evacuation and emergency procedures rehearsals</p>	<ul style="list-style-type: none"> • Rehearsals for all emergency procedures and evacuations take place at least every 12 weeks for each group (Bathu Bila and Garuwa), (which is double the number required in the school). • These 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 (principal) present at the time of a rehearsal, take part in the rehearsal. • Following a rehearsal an evaluation of it is made and documented. This documentation includes a list of the children and staff present and suggests any required modifications to the emergency procedures or evacuation. The preschool teacher maintains a copy of this which is kept in the preschool and stored for two years. Principal - Jodie Holt-records details of each practise in the Department's <i>In Case of Emergency (ICE)</i> system.
<p>During an evacuation</p>	<ul style="list-style-type: none"> • The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>. • On hearing the signal to <i>evacuate</i>, the preschool educators instruct the children to assemble by ringing the bell or getting the children's attention if not near the bell.

	<ul style="list-style-type: none"> • A staff member will lead everyone to the front gate in a single line. • A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. • On evacuating, the following items are carried in our portable trolley by the SLSO <ul style="list-style-type: none"> ○ arrivals and departures register ○ first aid kit ○ individual emergency medication and medical plans ○ children's emergency contacts ○ Biscuits/ cups ○ Mat • The SLSO will also check the building before evacuating and stay at the back of the line behind the children. The SLSO will assist any student who requires individual assistance to evacuate the premises. • The group follows the evacuation route to the designated assembly point, up Clyde St to the Ballast Ground which is Stockton Public School's Evacuation Point. • Attendance will be checked against the sign on book. • The group waits here until instructed to do otherwise by the principal.
<p>During an emergency lockdown</p>	<ul style="list-style-type: none"> • On hearing the signal to <i>lockdown</i>, A staff member will ensure all doors and windows are locked with blinds pulled closed. • Children will be directed to go with the SLSO to hide and be quiet in the dramatic play area with all the doors and blinds closed. • The SLSO will get the sign on book and preschool phone on the way into the shelter location. • A staff member will check attendance against sign on book. • Staff will wait for further instructions from the principal.

Record of procedure's review

Date of review and who was involved

16/8/21- Kristyn Drewe, 09/09/2021 - Christine Hayes, 01/09/2021-Zoe Lantry, Alexis Scott- 15/9/21 and Jodie Holt 1/9/21

Key changes made and reason/s why

Procedure updated and in the new format in line with the Leading and Operating Department Preschool guidelines.

Record of communication of significant changes to relevant stakeholders