



IRRAWANG PUBLIC SCHOOL

PRESCHOOL

Emergency and Evacuation Procedure

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
NQS: 2.2 Regulations: 97, 98	Leading and operating department preschool guidelines Emergency Management	Consulting Relevant Authorities, Communication and Notifications Emergency and evacuation rehearsals ACECQA's policy and procedures guidelines – Emergency and evacuation [PDF 451 KB]

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>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
Preschool supervisor	<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. This could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities

	<ul style="list-style-type: none"> • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Procedure

Planning and displayed information	<ul style="list-style-type: none"> • This procedure is informed by the whole school <u>Emergency Management Plan</u>. • Staff are made aware of the whole school <i>Emergency Management Plan</i> via staff email and weekly communications. • The whole school Emergency Management Plan is located in the preschool office on the top shelf in a green folder labelled IPS Preschool Risk Management Plans. • Emergency authorities were consulted in the development of lock-down, lock-out and evacuation emergency procedures. These include: <ul style="list-style-type: none"> - Department of Education WHS Officer allocated to Irrawang Public School - Raymond Terrace Police Station - Raymond Terrace Fire Brigade • Instructions for what must be done in the event of an emergency and an emergency and evacuation floor plan or map are clearly displayed at each preschool exit. • Emergency contact phone numbers are displayed with the preschool landline phone. These include: <ul style="list-style-type: none"> - Emergency number 000 - Poisons Information Centre (24 hours) 131126 - Maitland Hospital (02) 4087 1000 - Raymond Terrace Police (02) 4983 7599 - School Address – 21 Greer St, Raymond Terrace - Nearest crossroad – Vogeles Place • Information related to evacuation to the emergency assembly point/s is included in the risk assessment plan for visiting the school. • A <i>Risk Management Plan- Emergencies and Environment</i>, is prepared annually which outlines potential emergencies related to the preschool. • The <i>Risk Management Plan</i> is developed by the preschool team including:
---	--

	<ul style="list-style-type: none"> - Unauthorised People Collecting Children - Burns - Poisoning - Absconding - Slipping - Electrical Shock - Scissors - Children in Unauthorised Areas - Falling - Hazardous Items - Animal Excrement - Spider Bite - Plane/Car Crashing - Flood - Fire - Falling Branches - Intruder - Storm - Bomb Threat - Native Bee Hives <ul style="list-style-type: none"> ● This plan is stored in the educator's office in a green folder labelled <i>IPS Preschool Risk Management Plans</i>. ● 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	<ul style="list-style-type: none"> ● Rehearsals for all emergency procedures and evacuations take place at least every 3 months (which is double the number required in the school). ● These take place at various times and days of the week and use different exit routes. ● All staff, visitors, volunteers, children and the responsible person in charge (principal, if available) present at the time of a rehearsal, takes part in the rehearsal. ● Following a rehearsal an evaluation of it is made and documented. This documents any required modifications to the emergency procedures or evacuation. ● The Preschool educator maintains this documentation and it is stored in the PURPLE IPS Preschool Important Document folder on the top shelf of the Preschool Office. ● A print-out of this documentation is made <i>In Case of Emergency (ICE) only</i>, and is stored in the Preschool Office, if required.
During an evacuation	<ul style="list-style-type: none"> ● The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>. ● On evacuating, the following items are taken with the group:

- arrivals and departures register
- first aid kit
- individual emergency medication and medical plans
- children's emergency contacts
- an emergency trolley with water, cups and picnic blanket.

- The preschool SLSO carries the above items in the trolley located in the front vault.

Whole School *Emergency Management Plan Evacuation Procedure*

1. On hearing the signal to evacuate (repeated long bell), the preschool educators instruct the children to assemble. The preschool educators provide a verbal signal instructing the children to assemble at the emergency exit door - front or back depending on circumstance.
2. A head count is made, and verbalised to the other staff, on leaving the preschool premises and repeated periodically while away from the preschool site.
3. The preschool group leaves the preschool in two lines (or holding onto a rainbow rope, if required) with one educator at the end checking the premises are empty on leaving. If a child requires additional support during an emergency evacuation, an executive member will be called to attend the preschool and support.
4. As per individual Risk Management plans, items may need to be taken for a child to hold or interact with, to support their transition to the designated evacuation point.
5. Doors will be locked upon exiting preschool to ensure a child does not re-enter the premises.
6. The preschool group follows the evacuation route to the designated assembly point. A second head count is made and verbalised to the other staff member. The preschool group waits here until instructed to do otherwise by the principal.
7. The preschool teacher will collect the class roll from administration staff and do a roll check on both the Preschool Sign-in Sheet and the whole school class roll. Children are instructed to say in a loud voice "Here I Am" when name is heard and to raise their hand in the air so they are both heard and sighted.
8. The preschool teacher will report any person missing to the Principal/Chief Warden.
9. The designated first aider will take charge of any injuries and delegate responsibility for treatment to staff with appropriate first aid qualifications. In the event of the First Aid Officer being absent, staff with the appropriate current qualifications will take charge of injuries.
10. The School Admin Manager will report on evaluation of evacuation with relevant documents.

	<p>11. Staff and children will follow the direction of emergency service personnel as required.</p> <p>12. Once notified it is safe to return, the Preschool group will retrace their evacuation route back to Preschool. Head counts will be conducted before leaving and verbalised to the other staff member and again upon arrival back at Preschool.</p>
<p>During an emergency lock-out (if done by school)</p>	<ul style="list-style-type: none"> On hearing the signal to lockout, staff take the necessary steps to lock all external gates and doors. <p><u>Lockout</u> is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring off the school property. This procedure allows school activities to continue as normal (as possible) during the outside disruption.</p> <p style="text-align: center;">The school's <i>Emergency Management Plan Lockout Procedure</i></p> <ol style="list-style-type: none"> Three repeated short bell rings will alert preschool educators to implement the lockout/in procedure. Where necessary, the Chief Warden or supervising staff should direct children who are in the outdoor environment or outside of preschool grounds to immediately return to the nearest school building or classroom. The Chief Warden should ensure that all perimeter gates are secured. The only entry to the school for the period of the lockout should be through the main entrance (Geer Street). The location of the entrance point must be conveyed to police or other emergency services if they are required to respond. The Chief Warden should ensure that access is monitored and only authorised persons enter the school. Preschool educators should ensure that all children are accounted for and safe. Stay in preschool/classroom/ building and continue as normal until advised to leave. The Chief Warden should liaise with police to develop and implement a plan for children to depart at the end of the school day if the incident is ongoing. It is not necessary to lock windows, doors or buildings during a lockout.
<p>During an emergency lockdown</p>	<ul style="list-style-type: none"> On hearing the signal to lockdown, the staff direct the children and anyone else present in the preschool to the identified shelter location. The shelter is located in the storeroom in the indoor learning environment. <p><u>Lockdown</u> is a procedure used when there is an immediate threat to the school eg. school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorised person eg. principal or police officer.</p> <p style="text-align: center;">The school's <i>Emergency Management Plan Lockdown Procedure</i></p>

1. When an emergency situation arises staff should contact the principal or designated emergency warden who will determine if a lockdown should be initiated.
2. Lockdown signal will sound, three repeated short bell rings, if an intruder is identified. Instructions may be given by the emergency warden.
3. The principal or the emergency warden must phone emergency services on triple-zero (000) and provide all known details about the incident. Do not terminate the call until instructed to do so by the operator.
4. All outside activities should cease immediately. Supervising staff should direct children who are in the outdoor environment or outside the preschool grounds to immediately return to the nearest school building and classroom or evacuate to a predetermined off-site location.
5. Preschool staff should follow prearranged and rehearsed instructions to secure doors if possible and move students out of line of sight of doors and windows.
6. Staff nearest toilet blocks should check that no students are in the toilets. If students are present escort them to the nearest supervised room
7. Staff should check corridors outside their classrooms for nearby students and direct any students in the immediate vicinity into their classroom. Once in their room, staff should not leave to locate other students
8. Doors and windows should be closed and secured if possible. The blinds should be closed. Children should stay out of line of sight if possible.
9. Classroom lights should be switched off to limit visibility from outside the room.
10. Staff should remain calm and ensure students remain as calm and quiet as possible.
11. If safe to do so, the principal or a designated staff member should wait near the main entrance of the school to direct emergency services. Only emergency services personnel should be allowed to access the school premises at this point.
12. Students should be requested not to use mobile phones as this can hinder emergency services' response.
13. Staff should record the names of students who are in the room. Staff should provide details of students in their care to the principal or the designated warden when possible.
14. Staff should maintain room security and not open doors for any unauthorised person.
15. Request to see identification if in any doubt.
16. Students and staff should stay where they are until official notification is provided by the principal, emergency warden or an identified police officer that the lockdown is over, or the school's all clear signal is sounded.

	<p>17. Where the lockdown lasts an extended period of time, or extends beyond normal school hours, the principal or coordinator should liaise with police in notifying parents via local media.</p> <p>18. In conjunction with police, the principal or emergency warden should arrange for parents to collect children from a designated safe area.</p>
--	--

Record of procedure's review

Date of review and Who was involved	<p>23/2/21 Hylie McEvoy (Preschool Teacher) Alexandra Hay (Preschool SLSO)</p> <p>4/3/22 Michelle Lynch (Pedagogical Leader)</p> <p>31/3/23 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>19/6/23 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>15/10/23 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>03/05/24 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>01/04/25 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p>
Key changes made and reason why	<p>31/3/23 Addition- Where documents are kept has been updated. Addition- Children are instructed to say in a loud voice "Here I am" when name is heard and to raise their hand in the air so they are both heard and sighted when roll call is conducted.</p> <p>19/6/23 Addition- additional steps included in 2023 Whole School Emergency Management Plan. Addition- additional times to conduct head count. Addition- definitions of Lockout and Lockdown. Addition- components of Risk Management Plan and associated emergencies. Update- emergency contact numbers.</p> <p>15/10/2023 Updated (additions/deletions) as per Early Learning Leading and Operating Preschool Guidelines vSept2023</p> <p>03/05/24 No changes required.</p> <p>01/04/25 Removal of fish tank Added native bee hives</p>
Record of communication of significant changes to	<p>Principal: Email & Acknowledgement Spreadsheet 04/04/25</p> <p>Staff: Email & Acknowledgement Spreadsheet 04/04/25</p> <p>Parents: Sentral Parent Portal 01/04/25</p>

relevant stakeholders	Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.
------------------------------	--