**Waratah Public School Preschool Procedure**



**Emergency Procedures**

**Reviewed: 2/8/20**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| 9798 | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Emergency Management Procedures
 |  p. 47 p. 48 | 2.2 |  |
| 1. A risk assessment outlining potential emergencies that are relevant for the preschool, must be developed and reviewed annually. This risk assessment informs the development of preschool-specific instructions to be followed in an emergency.
2. Evacuation and Lock Down procedures, school maps and a floor plan of the preschool are displayed at each exit. Floor plans must indicate:
	* + Exit route/s
		+ Emergency assembly points
		+ Location of fire extinguisher/s
		+ Location of fire blanket/s
		+ A ‘You are Here’ indicator.
3. Emergency contact numbers for fire, police, ambulance, are displayed near phones. In the case of portable phones, numbers are to be displayed in a prominent place both indoors and outdoors or alternatively attached to the phone.
4. All staff, including relief staff are to be made aware of evacuation and lock down procedures. This is included in the Waratah Public School procedures folder and included as part of whole staff induction.
5. The preschool educators and children must undertake one evacuation and one lockdown drill per term for each preschool group. Some of these practices are completed as part of the whole school.
6. Children should be taught the process of an evacuation or lock down drill including where the meeting point is and how we will leave the centre in a calm and prompt manner. Visuals and/or social stories should be used where necessary.
7. In the event of an evacuation, educators will collect sign on books, individual children’s medication packs (EpiPen, Ventolin etc. and first aid kit. A mobile phone provides access to children’s emergency contacts. Doors and windows must be shut, and all areas of the preschool checked to ensure that no one is left in the building (Evacuation). Headcounts are conducted once outside of the preschool and then educators will lead the children to the evacuation point (School Oval).
8. In the event of a lockdown, educators will collect sign on books, individual children’s medication packs (EpiPen, Ventolin etc. and first aid kit. A mobile phone provides access to children’s emergency contacts. Doors and windows must be shut, and a headcount conducted to ensure that all children and adults are accounted for and in the designated lockdown space.
9. In the event of a lock down, educators will ensure all windows and doors are locked and that all children are accounted for. Children and educators should congregate in a predetermined safe area, depending on the emergency, located away from windows and doors, until given notice to move. **NB. Predetermined area for will be the preschool staffroom**, **however depending on the seriousness of the emergency an alternate area may be used.**
10. Records of emergency drills and evaluations identifying any issues that arose, are kept in a folder in the preschool staff room. The names of children and adults absent on the day of the drill is recorded on each evaluation.
11. A copy of the school Emergency Management Plan is stored with this procedure.
12. A record of evacuations is recorded in ‘*In Case of Emergency’* (ICE) system.
13. A risk minimisation plan for emergency procedures is prepared annually by preschool educators.
14. In the event of an actual emergency,
* children will be supported to understand the situation and offered access to counselling where required.
* preschool educators will engage in a debriefing session as soon as is practical.
1. A serious incident notification must be made to [Early Learning](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/contacts) 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.
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