Birraleegal Goondi Preschool

Walgett Community College

Our school community is built on **safe, respectful, happy learners,** striving for our motto of **Courage and Excellence.**

Emergency and evacuation – preschool procedure table

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]

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Responsibilities

School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: • 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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor	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 which includes: • 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 • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • 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.

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Procedure

Planning and displayed information	• This procedure is informed by the whole school Emergency Management Plan.
	• This procedure is informed by the whole school *Emergency Management Plan,* which details emergency authorities consulted in its development. A hard copy is located in the Staff Information Folder in the staff area.
	• Emergency authorities were consulted in the development of lock-down, lock-out and evacuation emergency procedures.
	• The risk management plan is prepared annually related to potential emergencies related to the preschool in consultation with the local SES, RFS and local emergency services.
	• 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 on a quick reference card beside the preschool landline phone.
	• Local emergency contacts numbers for RFS, Hospital and emergency services are provided on this quick reference card.
	• Information related to evacuation to the emergency assembly point/s is included in the risk assessment plan for visiting the school.
	• A risk management plan is prepared annually which outlines potential emergencies related to the preschool. A hard copy is held in the Staff Information Folder and is reviewed annually or when a change occurs in the preschool physical environment or main school EMP procedures. Changes are minutes and shared at the weekly staff meeting as required.
	• Emergencies listed in the plan include but not limited to:
	  ○ entering and leaving the preschool
	  ○ evacuation, lock down, lock out and flooding/fire
	  ○ indoor environment
	  ○ outdoor environment
	  ○ main school site visits
	• 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.

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Evacuation and emergency procedures rehearsals	• 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) 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 teacher is responsible for undertaking the rehearsals and documenting the outcomes in accordance with the developed schedule. The documentation is provided the school principal who updates *In Case of Emergency (ICE).* The original documentation is stored in the preschool for inspection by the Regulatory Authority, if required.
During an evacuation	• The preschool follows the evacuation procedure noted in the whole school *Emergency Management Plan.* • On evacuating, the SLSO retrieves the following items are takes them with the group: o arrivals and departures register o first aid kit (red) o asthma kit (purple) o individual emergency medication and medical plans o children's emergency contacts • On hearing the recorded evacuate message, the preschool educators instruct the children to assemble under the main outdoor verandah area. • A head count is made on leaving the preschool premises and repeated periodically while away from the preschool site. • The preschool teacher will lead the children in a single line with the SLSO at the rear of the line. • The group follows the evacuation route to the designated assembly point. The group waits here until instructed to do otherwise by the principal.

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During an emergency lock-out (if done by school)	• On hearing the recorded message to lockout or receiving a direction from the site manager to conduct a preschool only lockout, staff take the necessary steps to lock all external gates, doors and windows. • Preschool lockouts are conducted in accordance with the school's *Emergency Management Plan.*
During an emergency lockdown	• On hearing the recorded message to lockdown, the staff direct the children and anyone else present in the preschool to the identified shelter location. • Staff, students and others are to lock down in the mainroom of the preschool in accordance with the school's *Emergency Management Plan.*

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Record of procedure's review

Date of review	15/06/2025
Who was involved	Alison Finlayson
Key changes made and reason why	Nil changes
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: Nil changes Parents: Nil changes required for this procedure. 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.

Date of review	10/06/2024
Who was involved	Alison Finlayson
Key changes made and reason why	Nil changes - updated template available from Early Learning
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. 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.

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Copy and paste the section below to the bottom of the table each time a new review is completed.

Date of review	
Who was involved	
Key changes made and reasons why	
Record of communication of significant changes to relevant stakeholders	Principal: Staff: Parents: 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.

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