



EMERGENCY & EVACUATION

PRESCHOOL POLICY

St Joseph's School, Ottoway

Reviewed: Term 1, 2023

Next Review Due: Term 1 2026

PHILOSOPHICAL BASIS

Under the Education and Care Services National Regulations, an approved provider must ensure that policies and procedures are in place for emergency and evacuation and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

Emergency and evacuation situations in early education and care services may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency situation arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Ensuring that educators and children know what to do in an emergency situation requires vigilant planning and practice. Regularly practicing the drills for emergency situations also provides an opportunity to help support and build on children's coping mechanisms and resilience.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

2.2 Safety Each child is protected.

2.2.1 Supervision At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

2.2.2 Incident and emergency management Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1.2 Management Systems Systems are in place to manage risk and enable the effective management and operation of a quality service.

7.1.3 Roles and responsibilities Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

12(d) Meaning of a serious incident- any emergency for which emergency services attended

97 Emergency and evacuation procedures

98 Telephone or other communication equipment

99 Children leaving the education and care service premises

136 First aid qualifications

168 Education and Care Services must have policies and procedures

170 Policies and procedures are to be followed

171 Policies and procedures to be kept available

PURPOSE

St. Joseph's Preschool has a duty of care to maintain the safety and wellbeing of each child, educator, and all persons using or visiting our preschool during an emergency or evacuation situation. We are committed to identifying risks and potential hazards of emergency and evacuation situations by conducting thorough risk assessments on an annual basis and continually plan for further risk minimisation and improvement to our policy and procedures.

SCOPE

This policy applies to children, families, staff, Approved Provider, Nominated Supervisor, students, volunteers, management and visitors of the preschool.

IMPLEMENTATION

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to persons, or damage to the preschool's premises. Emergency situations may pose a risk to an individual's health and safety.

An emergency is any event, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of children at the preschool.

(Guide to the NQF).

Circumstances under which an emergency evacuation will occur may include:

- Fire within the building or playground
- Fire in the surrounding area where the preschool may be in danger
- Flood
- Cyclone, severe storm or dust storm or other natural weather event

- dangerous animal, insect or reptile
- Terrorist threat
- Other circumstances may include:
 - gas explosion, traffic accident, or any event which could render the building unsafe (eg: earthquake).

THE AUSTRALIAN WARNING SYSTEM (AWS)

The Australian Warning System (AWS) is a nationally consistent, three-tiered approach designed to make warnings clearer and lead people to take action during emergencies like bushfire, flood, storm extreme heat and severe weather. The warning system comprises of levels, action statements, hazard icons, colours and shapes. <https://www.ses.nsw.gov.au/about-us/our-warnings/>

The three warning levels are:

Advice (Yellow): An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Monitor conditions.

Watch and Act (Orange): There is a heightened level of threat. Conditions are changing and you need to start taking action now. Prepare to leave/evacuate. Do not enter flood water.

Emergency Warning (Red) : An Emergency Warning is the highest level of warning. You need to take action immediately. Leave/evacuate (immediately by am/pm/hazard timing).

When there is an Emergency Warning, educators need to prepare for possible emergency evacuation and implement the procedures effectively to ensure the safety of all children, staff, families and visitors in the preschool.

TO ENSURE COMPLIANCE WITH NATIONAL REGULATIONS AND NATIONAL LAW, OUR SERVICE WILL ENSURE THAT:

- emergency and evacuation policies and procedures are available for inspection at the preschool's premises at all times
- relevant stakeholders/authorities are consulted for advice and guidance to improve risk mitigation strategies as part of our emergency and evacuation plan (police, fire, parents/families)
- all staff and educators have a thorough understanding of the Australian Warning System (AWS)
- emergency rehearsals should involve the whole school

- emergency evacuation plans are displayed in prominent positions near each exit at the preschool's premises including both the indoor and outdoor learning areas
- the emergency and evacuation procedures include instructions for what must be done in the event of an emergency
- emergency evacuation plans include a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes from all locations within the preschool
- all exits have exit signs clearly visible
- there are no obstructions in hallways, stairways or emergency exits
- all educators, including casual/relief educators and staff members, are familiar with our Emergency and Evacuation Policy, procedures and regulatory requirements
- new staff, volunteers and students are provided with information and training about our Emergency and Evacuation Policy and procedures during induction
- all staff, visitors and students are aware of emergency evacuation points and assembly areas
- staff are trained how to use emergency equipment such as fire extinguishers, fire blankets, hoses etc
- National Regulations state that emergency evacuation rehearsals (drills) are to be practiced and reviewed every three months by the responsible person, all staff members, volunteers, and children present on the day. However, to ensure best practice our Preschool will conduct emergency evacuation drills once a term so that all children and staff experience an evacuation on a regular basis.
- spontaneous rehearsals also take place during the year to assist in refining risk management procedures and evacuation procedures
- each time a planned or spontaneous emergency evacuation drill is performed it is to be timed and documented by the WSH officer in the school office
- after reflection, notes on any areas that need improving or revising are to be documented.
- children are provided with age-appropriate support and information before, during and after emergency and evacuation rehearsals (drills)

- all staff are aware of their roles and responsibilities in event of an emergency situation
- regular communication with families includes information about emergency and evacuation procedures
- families are informed when a rehearsal or drill has occurred
- each room has an Emergency Evacuation Bag located in a prominent position
- Emergency Evacuation Bags are regularly audited and restocked as required
- an up-to-date register of emergency telephone numbers for children is maintained. A copy of the current list will always be available in the Emergency Evacuation Bag
- portable First Aid Kits are readily available in case of an emergency evacuation
- at least one staff member or one Nominated Supervisor who holds current ACEQCA approved first aid qualifications, approved anaphylaxis management and emergency asthma management training is in attendance at all times
- Medical Management Plans for children are able to be accessed easily
- children's medication is collected during an evacuation
- all fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout the preschool will be inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851-2012: Maintenance of Fire Protection Systems and Equipment.
- extinguishers will be emptied, pressure tested, and refilled every five years
- all tests performed on emergency equipment and the date on which it was tested will be recorded on a label or metal tag attached to the unit. Certificates to verify testing will be filed.
- ensure smoke detectors are regularly tested and batteries replaced annually
- staff and educators have access to an operating telephone or other means of communication at all times (mobile phone)

- emergency telephone numbers will be displayed prominently throughout the preschool in the kitchen, office, staff room and each area where children are educated and cared for.
- our emergency telephone list (located next to the telephone) includes the numbers for:
 - o Police [\(08\) 8207 6444](tel:082076444)
 - o Local fire station [\(08\) 8204 3825](tel:082043825)
 - o State Emergency Services (SES) [132 500](tel:132500)

EMERGENCY AND EVACUATION PROCEDURE GUIDELINES

As per regulation 97, the emergency and evacuation procedures must set out-

- a) instructions for what must be done in the event of an emergency; and
 - b) an emergency and evacuation floor plan
- the Nominated Supervisor/Approved Provider will make the final call to whether to evacuate the premises due to an emergency situation
 - contact 000 for local emergencies- provide name, address and nearest cross street, reason for evacuation, phone contact number, number of children and adults evacuating
 - guidance will be provided by the relevant emergency service (Fire service, SES, Police)
 - move all children and visitors to identified evacuation/emergency assembly area as indicated on the Emergency and Evacuation Plan
 - collect Emergency Evacuation Bag, Medical Management Plans and associated children's medication
 - collect First Aid Kit
 - check daily attendance record and visitor record
 - once children are safely evacuated, administer first aid if required
 - remain calm and reassure children
 - once emergency services arrive, contact parents/emergency contacts

- await instructions from relevant emergency services for re-entering premises or alternative evacuation procedure

Emergency

If you discover a fire:

- Alert ADMIN dial **200**
- Contain the fire—close the door
- Evacuate the area using the designated or safest exit or extinguish the fire if safe to do so

Evacuation Procedure

- When the fire / evacuation alarm sounds, the teacher will gather the children into a line at the door and take the roll
- The co educator will check toilets and outside for children
- The teacher will do a roll check here or alternate safe place and account for staff and visitors. Initiates search action if necessary
- The teacher will take the class roll and proceed via the designated route to the assembly area school oval
- Check class roll again and report to the Fire Warden
- Do not re-enter the buildings until advised by the Principal

Lock In Procedure

- When the lock-in alarm sounds over the P.A —Staff outside directs children to proceed inside immediately and checks outside locations for children
- Lock doors and windows
- Ask children to sit down on the floor
- Check class roll and call ADMIN EMERGENCY LINE 200 (or they will call our room)
- Turn off electricity and lights as required
- Do not leave room until advised by the principal
- Assist children to climb under the table if necessary

IMPORTANT:

Following the emergency evacuation, the educator will complete an Emergency Evacuation Incident Report and an Incident, Injury, Trauma and Illness Record. The approved provider will make a notification of a serious incident to a regulatory authority (within 24 hours) through the NQA IT System

when emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.

FAMILIES WILL:

- ensure contact details are kept up-to-date
- provide emergency contact details on their child's enrolment form and advise the preschool of any change of name or phone number
- ensure the attendance record for their child is completed each day
- ensure they are aware of the preschool's Emergency and Evacuation Policy and procedures
- follow the directions of the Approved Provider/Incident Manager in the event of an emergency or evacuation

DEALING WITH TRAUMA

Emergencies and natural disasters are extremely stressful, and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many different ways. Children look to adults for reassurance, care and opportunities to share their feelings. It is important for educators to understand the impact of disasters and seek help when needed.

The Approved Provider/Nominated Supervisor will support educators to provide information to parents and families following any emergency or natural disaster including:

- will the service be open in the days and weeks ahead?
- how to find alternative care and education
- how to contact services for support with dealing with trauma

Related Documents

- [Critical Incident Policy](#)

SOUTH AUSTRALIA (SA)

- Country Fire Service: www.cfs.sa.gov.au
- South Australia Police: www.police.sa.gov.au
- South Australian State Emergency Service: www.ses.sa.gov.au

The School Board reviews and develops policies that take into account our context and recognised regulations and standards.

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Preschool Director's Signature: _____ Date: / /
CATHERINE CROSBIE

Preschool Teacher's Signature: _____ Date: / /
MELISSA STRUDWICK

Preschool ESO'S Signature: _____ Date: / /
BRONWYN ROBINSON

Preschool ESO'S Signature: _____ Date: / /
HANH DO

Preschool ESO'S Signature: _____ Date: / /
VI TON

Principal's Signature: _____ Date: / /
SHAUN O'LEARY

Ratified by School Board –

Chairperson's Signature: _____ Date: / /