

# Emergency Management and Evacuation Policy

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website, including:

[Emergency management for schools, preschools, education offices and corporate offices](#)

[Emergency management procedure \(edi.sa.edu.au\)](#)

[Emergency management policy \(PDF 233 KB\)](#)

[Emergency management policy and procedure](#)

## NQS

QA2	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
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## National Regulations

Regs	168(2)(e)	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment

## EYLF

LO3	Children become strong in their social and emotional and mental wellbeing.
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## Who is affected by this policy?

- Children
- Families
- Educators
- Governing Council

## Aim

In the event that the preschool needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the preschool is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

## Implementation

Our preschool will conduct a risk assessment to identify potential emergencies that could affect our service and use this to prepare emergency and evacuation procedures. An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, siege, flood etc.

**This policy will be used in conjunction with the Loxton Preschool Centre Emergency Management Plan**

### Emergency and Evacuation Procedures and Drills

- Emergency and evacuation procedures that are based on the preschool's floor plans will be prominently displayed in the following locations that are near each exit –
  - 5 external doors - 2 main door entrances to preschool, toilet, Occasional care entrance and hallway exit
  - Internal hallway door near interactive TV and preschool office area
- The preschool will maintain an up-to-date and compact register of emergency telephone numbers that must be taken in an emergency or evacuation that is to be located in the following location –
  - Rear of Daily Attendance Sign in Sheet and also available in Important Preschool Information green folder in preschool office
- Emergency telephone numbers will be displayed prominently throughout the preschool in the following locations, including near telephones –
  - By telephones in preschool office, kitchen area in Occasional Care room 4, preschool main building and next to Interactive TV area.
- The School Fire Warden, Sue Jacka, will ensure that the preschool educator elected as fire warden is provided with training on how to use fire extinguishers, fire blankets and other emergency equipment in the following locations –
  - Kitchen, main building and shed
- Fire extinguishers, fire blankets and other emergency equipment will be tested as recommended by the manufacturer by recognised authorities. (scheduled on Department for Education Preventative Maintenance Programme developed in conjunction with DPTI Building Management - an annual preventative maintenance schedule of works is developed on a financial year basis by the FM in negotiation with the Director.) All tests must be documented.

DfE Preventative Maintenance activities ensure mandatory services are carried out in compliance with:

- Development Act - Minister's Specification SA 76 January 2000.
- Maintenance and Testing of Safety Installations - Schedule of essential safety provisions.
- OHSW Act 1986 and Regulations 1995.
- Activities that minimise energy consumption and greenhouse gas emissions within the requirements in order to comply with government policy directions.
- Emergency and evacuation procedures will be discussed with families and regular information will be provided to families. Families will also receive written notification from the preschool and school in the event of an emergency through EMS and Appessment.

- The Nominated Supervisor is responsible for ensuring that all educators, including relief educators and staff members, are aware of the service's policy and procedures relating to Emergency Management and Evacuation.
- Informal practices and discussions will be used to familiarise children with the preschool's evacuation and emergency procedures.

### Rehearsal Evacuation/Invacuation Drill (twice per term)

- The preschool will add to each child's sense of security, predictability and safety by conducting rehearsal evacuation/invacuation drills twice per term. (usually in weeks 2 and 8, but this could change due to unforeseen circumstances) All persons present at the preschool during the evacuation/invacuation drill must participate accordingly.
- Rehearsal evacuation/invacuation drills must be documented and critically reflected on every 3 months.
- Our preschool's emergency and evacuation safe area is located at –
  - The school stadium
- Our preschool's emergency and invacuation safe area is located –
  - Inside the building – near interactive TV area.

### Emergency Procedures: Evacuation

- Children may be evacuated through 5 exits (all accessible and identified).
- Staff member who sights the threat will notify the school front office to sound the alarm.

#### STAFF RESPONSIBILITIES

##### Preschool teacher

- Collect roll (Located on the bench near the Family information Noticeboard at the entry to the preschool).
- Collect Children's medications bags (located in preschool office, far wall hanging hooks).
- Marshall children to school stadium and seat children (assembly point).
- Call roll.

##### SSO

- Check all building areas (inside/out), including children's and adult toilets and Occasional Care Room 4, to ensure every person has evacuated (children & adults).
- Lock all external doors once you have ensured every person has evacuated.

#### EMERGENCY SERVICE

- Front office contacts by phone (if able to)

#### EMERGENCY SERVICES Dial 000

Front office on phone extension 10 (admin) or 12 (finance)

#### ASSEMBLY POINTS

##### For Inside Threat

- Alarm system will sound.
- Assemble outside in school stadium.

##### For Outside Threat

- Alarm will sound.
- All personnel to assemble inside the Preschool building near interactive TV area (see Invacuation Policy for more details).

## Emergency Procedures: Invacuation

- Staff member who sights the threat will notify front office.
- Alarm system will sound.
- Bells are located on top shelf in the preschool room if needed.

#### STAFF RESPONSIBILITIES

##### Preschool teacher

- Collect roll ((Located on the bench near the Family information Noticeboard at the entry to the preschool).
- Marshall children to inside the Preschool building near interactive TV area and seat children (assembly point).
- Collect preschool phone
- Close internal concertina doors (near interactive TV)
- If need be evacuate into preschool office for more space (is adjacent to assembly point)
- Call roll.

##### SSO

- Marshall children to school to inside the main building. Check the outdoor areas.
- Staff have access to first aid kit, epi-pen and asthma kit in preschool office cupboard.
- Lock all external doors
  - Occasional care room 4 (next door) and exit hallway emergency door
  - 3 preschool doors including toilet.
- Ensure all blinds and windows are closed.
- Assist teacher in lockdown area (assembly point).

- If the phone is not working use educator's mobile phone.

#### EMERGENCY SERVICE

- Front office contacts by phone (if able to)
- EMERGENCY SERVICES Dial 000

## Emergency Communication Plan

- At all times, the service will have access to a telephone.
- The service has telephones available at the following locations to be used during an emergency –
  - Preschool Office and teacher bench near the main entrance to the Kindy, Room 4 – Occasional Care.
- If there is a complete loss of electricity and the telephones at the service are not available, educators will use their mobile phone to make emergency contact.

## Maintenance of Fire Equipment

All fire equipment at our preschool will be maintained as per the legal standards.

External agencies will be employed to complete the maintenance checks as part of the preschool's preventative maintenance programme. Records will be kept in the Preventative Maintenance book in the Art Preparation Area.

## Sources

- Education and Care Services National Regulations current version Current version for 1 January 2025
- National Quality Standard
- Work Health and Safety Act and Regulations 2012
- Children and Young People (Safety) Act 2017
- Australian Standards 1851-2016 "Maintenance of Fire Protection Systems and Equipment"
- Early Years Learning Framework (V2.0, 2022)
- Consultation process completed and feedback included from children, staff, families and Governing Council members

### Review

The policy will be reviewed yearly.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

Document History	Version	Approved Date	Description of Change	Next Review Date
	V1	01/2024	Updated evacuation and invacuation procedures	01/2025
	V2	01/2025	Updated location of first aid kits epi-pens and asthma kits	01/2026

Approved by Governing Council

Signature

