

Coonamble Public School Preschool



Emergency Procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 97 Regulation 98	Leading and operating department preschool guidelines Emergency Management Procedures
Pre-reading and reference documents		
Emergency and incident management resources Relevant emergency authorities Incident response plan (crash card) Sample communications plan Emergency Response Exercise Debrief and Report Template Emergency evacuation procedure rehearsals		
Staff roles and 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: <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>Preschool supervisor</p>	<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 includes:</p> <ul style="list-style-type: none"> · 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.
<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> · all staff in the preschool and daily practices comply with this procedure · storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers · being actively involved in the review of this procedure, as required, or at least annually · ensuring the details of this procedure’s review are documented.
<p>Procedure</p>	
<p>Planning and displayed information</p>	<ul style="list-style-type: none"> · This procedure is informed by the whole school <i>Emergency Management Plan</i>, which details emergency authorities consulted in its development. This plan is shared with all staff via email and is presented at staff development days and spoken to during the whole staff muster. A copy of the whole school Emergency Management Plan (which includes the Bushfire Plan) can also be located in the School Handbook on Google Drive. · Instructions for emergency procedures and evacuation maps are clearly displayed at each preschool exit. The following evacuation diagram checklist was used to develop the emergency and evacuation diagrams - education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management/resource-3 <ul style="list-style-type: none"> · Emergency contact phone numbers are displayed with the preschool landline phone. These include: <ul style="list-style-type: none"> - Emergency Services - 000 - Poisons information -131126 - Local police station - 02 63542360 - Coonamble Hospital - 02 68271100 - Preschool Address - Bertram Street, Coonmable, 2829 - Preschool phone number - 02 68224328 - closest cross street - Bertram and Yarran Street

	<ul style="list-style-type: none"> · Information related to evacuation to the emergency assembly point / s is included in the school Emergency Management Plan. · A risk management plan is prepared annually related to potential emergencies related to the preschool. Potential risk of fire, flood, intruder, snake and falling branch/ tree is included in this plan and it is updated as part of the continuous improvement plan. The potential emergencies risk management plan is stored in the Preschool Google Drive with risk assessments and a hard copy can be found in the risk assessment folder in the staff office. · 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.
<p>Evacuation and emergency procedures rehearsals</p>	<ul style="list-style-type: none"> · Rehearsals for all emergency procedures and evacuations take place at least every 12 weeks (which is double the number required in the school). · At CPS Preschool lockdown practices occur every Week 3 of Term and Evacuation practices occur every week 5 of Term. These practices take place at various times and days of the week and utilise different exit routes. · All staff, visitors, volunteers, children and the responsible person in charge (principal) present at the time of a rehearsal, take part in the rehearsal. · Following a rehearsal an evaluation of it is made and documented. This documentation includes a list of the children and staff present and suggests any required modifications to the emergency procedures or evacuation. · All documentation relating to practice emergency lockdowns and evacuations are scanned and saved to the school server - Faculty - Teacher-Preschool-Preschool 2021 - QA2 Children's Health and Safety - emergency - evidence evac and lockdown drills. Hardcopies are stored in the teacher file cabinet under documents to be kept. At the end of the year they are filed in the school lockup. <p>All documents can be found on by following the link - education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency-management.</p>

<p>During an evacuation</p>	<p>The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>.</p> <p>Evacuation Process</p> <ul style="list-style-type: none"> · If an issue is noticed which requires evacuation or the evacuation bell sounds; <ul style="list-style-type: none"> ● Teacher announces the need to evacuate and instructs children to go to the safest exit and does a quick sweep of the bathroom. ● SLSO contacts the office to inform them of the emergency (office staff will contact emergency services and sound the alarm). ● SLSO must collect all items listed on the emergency grab bag, which hangs by the back door. (including arrivals and departures register, contact book, ipad, personal phone, individual emergency medication and medical plans, children’s emergency contacts epi-Pen, portable First Aid Kit and Pen) and pull door shut behind them. ● SLSO brings the shoe container. ● Once both SLSOs have joined the preschool group, an additional headcount takes places. The children exit following one educator along the route outlined on the evacuation map (if suitable) ● The teacher follows the line and ensures basic visual sweep around the preschool yard. ● Once in a ‘safe area’ children will place shoes on then continue walking to evacuation area. ● A roll check will be completed at final destination before following the principal’s (responsible person in charge) directions ● Follow emergency service directions once they arrive.
<p>During an emergency lock-out</p>	<ul style="list-style-type: none"> · On hearing being advised that a <i>lockout is occurring</i>, educators take the necessary steps to lock all external gates and doors.
<p>During an emergency lockdown</p>	<p>The preschool follows the evacuation procedure noted in the whole school <i>Emergency Management Plan</i>.</p> <p>Lockdown Process</p> <p><i>Begins in main school -</i></p> <ul style="list-style-type: none"> · On hearing the signal to <i>lockdown</i>, the educators direct the children and anyone else present in the preschool to the identified shelter location, which is the closest room available. <p><i>Begins in preschool -</i></p>

	<p>If there is an incident, which requires a lockdown procedure, which begins in the preschool;</p> <ul style="list-style-type: none"> • Staff move children to a safe area away from the situation, go into lockdown procedure and call office to notify of incident (office staff will sound the alarm for the school and notify emergency services). • If a member of staff (usually teacher) is required to stay with an individual, who may be the trigger of the lockdown, second staff member will move children to a safe area and go into lockdown procedure before calling office to notify of incident. • The preschool will stay in lockdown until it is announced that it is safe to move or the evacuation bell sounds. At this point staff and children are to follow the evacuation procedure to ensure everyone is accounted for.
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Record of procedure's review
Date of review and who was involved
27/4/2021 Carolyn Jones, Emma Horan, Natalie Kenny, Shiralee Robinson and Anthea Robinson
Key changes made and reason/s why
Format was changed to make the procedure more comprehensive.
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
11/5/22 Carolyn Jones, Leanne McMaster, Shiralee Robinson and Annette Thomson
Key changes made and reason/s why

No changes made

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson so parents may comment or suggest changes and added to Kinderloop for parents/carers to view.