

# Policy

## Emergency Management and Evacuation

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 \(edi.sa.edu.au\)](#)

### 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, 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 –
  - Front main door, back door, office door, speech room door
- 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 roll book
- Emergency telephone numbers will be displayed prominently throughout the preschool in the following locations, including near telephones –
  - By telephones in office, kitchen, speech room, Art Preparation Area and withdrawal room.
- The preschool will ensure the 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 in the event of an emergency.

- 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 games 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. (weeks 2 and 8) 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.
- Our preschool's emergency and evacuation safe area is located at –
  - The sandpit or if children are required to leave the grounds in the Woodleigh yard.
- Our preschool's emergency and invacuation safe area is located –
  - Inside the building.

### Emergency Procedures: Evacuation

- Children may be evacuated through 3 exits (all accessible and identified).
- Staff member who sights the threat will blow the whistle continually. (Whistles are located at each exit and at front of shed in left corner.)

#### STAFF RESPONSIBILITIES

##### Inside teacher

- Collect roll (on bench in kitchen area).
- Marshall children to sand-pit (assembly point).
- Check all people are out of the building.
- Call roll.

##### Outside teacher

- Go straight to assembly point and seat children.

##### E.C.W

- Collect cordless phone/mobile phone.
- Collect first aid kit (on shelf in Art Preparation Area) and children's medications (medication cupboard near adult toilet).
- Check yard to ensure every person has evacuated (children & adults).

### EMERGENCY SERVICE

- E.C.W. contacts by phone (if able to)  
EMERGENCY SERVICES Dial 000

### ASSEMBLY POINTS

#### For Inside Threat

- Whistle will sound. Assemble outside in sand-pit.

#### For Outside Threat

- Bell will ring. Bells are situated on top shelf in the shed and on IT cupboard by interactive whiteboard.
- All personnel to assemble inside the Preschool building (see Invacuation Policy for more details).

Evacuate if needed to Woodleigh Child-Care Centre (Tobruk Tce) through the gate near the hen house.

## Emergency Procedures: Invacuation

- Staff member who sights the threat will ring the bell continually.
- Bells are located on top shelf in the shed and on IT cupboard by interactive whiteboard.

### STAFF RESPONSIBILITIES

#### Inside teacher

- Collect roll (on bench in kitchen area by fee box) and cordless phone.
- Marshall children to inside mat area or library room if more applicable (assembly point).
- If assembling on mat area, check all people inside the building are on the mat.
- If assembling in the library, check all people are out of the main building and in the library.
- Call roll.

#### Outside teacher

- Marshall all people to inside of main building. Check the outdoor area, including shed.
- On the way inside the main building lock the back door. Ensure all windows are closed, including the Access Toilet and Staff Toilet. Assist teacher in the office/mat area.

### E.C.W

- Lock 2 front doors –speech room door adjacent to meter box, front door.
- Collect first aid kit from shelf in Art Preparation Area and children's medications from medical cupboard by adult toilet.
- Ring Emergency Service **Dial 000**
- If phone not working use educators mobile phone.
- Close office curtains/blinds if applicable.
- If need be evacuate into library.

### EMERGENCY SERVICE

- E.C.W. 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 –
  - Office, kitchen, Art Preparation Area, Speech Room, Withdrawal room, in director's office
- 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

- Early Years Learning Framework (v2.0, 2022)
- Education and Care Services National Regulations current version for 1 October 2023
- National Quality Standard
- Work Health and Safety Act 2023
- Children and Young People (Safety) Act 2017
- Australian Standards 1851-2016 "Maintenance of Fire Protection Systems and Equipment"
- Consultation process completed and feedback included from children, staff, families and Governing Council members

## Review

The policy will be reviewed bi-annually.

Review will be conducted by:

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

Document History	Version	Approved Date	Description of Change	Next Review Date
	1.0	01/12/2016	Policy Developed	01/12/2018
Reviewed	2.0	15/08/2019	Updated in line with NQS changes	15/08/2021
Reviewed	3.0	29/06/2021	Updated in line with Department For Education policy changes Updated sections; Sources	29/06/2023
Reviewed	4.0	04/12/2023	All links have been verified Updated in line with Early Years Learning Framework (v2.0, 2022) and location of roll book and invacuation to library if needed	04/12/2025

Approved by Governing Council 04/12/2023 Director's Signature 