 

KOONAWARRA PUBLIC SCHOOL PRESCHOOL

**(e) Emergency and Evacuation**

**Forbes Street Woolloomooloo 2013**

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| **Current** | March 2018 |
| **Next Review** | March 2019 |
| **Regulation(s)** | [Regulation 97](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div5/reg.97)  [Regulation 98](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div5/reg.98) |
| **National Quality Standard(s)** | Standard 2.1  Standard 2.2 |
| **Relevant DoE Policy and link** | [Public Schools NSW: Emergency Management information](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/emergency-management-procedures)  [Public Schools NSW: Emergency Management Procedures](https://education.nsw.gov.au/inside-the-department/health-and-safety/media/documents/emergency-planning-and-incident-response/PROC029_EMERGENCYMANAGEMENT_V1.pdf)  Public Schools NSW: Reporting School [Accidents](https://education.nsw.gov.au/policy-library/policies/reporting-school-accidents) Policy  [Public Schools NSW: Reporting School Accidents – Support Document](https://education.nsw.gov.au/policy-library/associated-documents/sup_doc.pdf)  Public Schools NSW: Incident Notification and Response [Policy](https://education.nsw.gov.au/policy-library/policies/incident-reporting-policy?refid=285776)  [Public Schools NSW: Incident Notification and Response Procedures](https://education.nsw.gov.au/policy-library/associated-documents/incident_proc.pdf) |
| **Relevant School Procedure** | Koonawarra Public School Evacuation and Lockdown Procedures. |
| **DoE Preschool Handbook January 2016** | [Department of Education Preschool Handbook](https://schoolsequella.det.nsw.edu.au/file/caddbee8-92ca-422b-a9df-cffdd34d5ccf/1/preschool-handbook.pdf):  Wellbeing, page 42 |
| **Key Resources** | [Public Schools NSW Preschool Notification Fact Sheet (PDF)](https://schoolsequella.det.nsw.edu.au/file/1e1de31f-e243-4252-b642-a57fa437c4af/1/preschool-notifcations.pdf)  [Public Schools NSW: Health and Safety Directorate](https://education.nsw.gov.au/inside-the-department/health-and-safety)  [Public Schools NSW: Incident Reporting Information](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/incident-reporting)  [Public Schools NSW: Emergency planning and incident response](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response) Information  [ACECQA Notification of serious incidents and complaints fact sheet](https://www.acecqa.gov.au/resources/information-sheets) |

* Preschool educators will need to act promptly in an emergency.
* The following information, with contact telephone numbers, will be clearly displayed next to each preschool telephone at all times:

Emergency number – 000

Poisons Information Centre (24hours)- 13 11 26

Local hospital casualty department

Local police

Street address and telephone number of the preschool

Nearest crossroad to the preschool premises.

* The school emergency management plan procedures details preschool procedure to follow in case of ﬁre, bomb threat or any other emergency situation that requires evacuation of the building or lock down.
* All preschool staff, including relief staff, will be made aware of the emergency evacuation procedures. Copies of the procedures will be displayed in a prominent position at each preschool exit.
* All educators and children in the preschool will practice emergency evacuation procedures once a term. This involves one fire evacuation per group per term and one lock down procedure per group per term.
* Details of each preschool practice, including an evaluation of the procedures followed, will be recorded in on the ‘Evacuation / Lockdown Procedure Evaluation’ kept with the Evacuation and Lockdown plans.
* Evacuation and Lockdown procedures must be clearly visible at all exit points within the Preschool.
* The school will develop (and review annually) a risk assessment plan for emergency evacuations.