



Emergency and Evacuation Policy

This Emergency and Evacuation Policy is used in conjunction with Riverview Preschool’s displayed Emergency and Evacuation floor plan and procedures that are displayed at every exit of the premises, the Emergency Management Plan and the Department for Education’s Emergency management policy and procedure.

Information contained in this policy has been developed in consultation with relevant authorities, staff, children, families and the local community. Sources are listed at the end of this policy.

Policy statement

Riverview Preschool is responsible for ensuring every reasonable precaution is taken to protect children, families, staff and visitors from harm and hazards that are likely to impact on their health, safety and wellbeing. This policy reflects our philosophy about planning and implementing emergency and evacuation procedures.

A comprehensive induction process will be undertaken and documented to ensure agreement and adoption of these practices by all staff at this service including the Nominated Supervisor, Responsible Persons, educators, staff and any volunteers. Children will also undertake an induction process e.g. taught how to successfully manage safe emergency practices including termly lock-ins and evacuations.

Background

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place for emergency and evacuation to minimise risk of harm to children. Relevant references to the National Quality Framework requirements include:

National Quality Standard

Quality Area 2	Children’s Health and Safety
Standard 2.2	Each child is protected.
Element 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
Element 2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Education and Care Services National Regulations

Division 5	Emergencies and communication
Regulation 97	Emergency and evacuation procedures
Regulation 98	Telephone or other communication equipment



Procedures in the event of both indoor and outdoor emergencies-

- First staff member to identify hazard, turn on siren loudly whilst proceeding to a suitable/safe location. Sirens are located on kitchen bench and under the veranda above Occasional Care lockers.
- All indoor and outdoor staff responsible for ensuring immediate safety of children.
- Indoor teacher and outdoor teacher are responsible for delegating tasks to other staff. Teacher to identify which staff member will check and secure rooms, support children who are unsettled and lead children to siren. Children are to follow the staff member with the siren.
- Inside teacher will collect or delegate collection of sign in sheet, medication, first aid kit, emergency contact details and mobile phone whilst checking that the building is in lockdown/evacuated. All doors to be closed and lights turned off after each room is checked.
- Inside teacher collects/delegates collection of the sign in sheet is collected before evacuating area.
- Contact required emergency services.
- Nominated supervisor/Responsible person ensures that all children, staff and visitors are accounted for e.g. roll call, including occasional care and staff.
- For all emergencies, including practice drills, notify all families. This will be done prior or following a drill.
- Educator to ring and inform Para Hills Office 8314400 if critical incident occurs.

Procedures for Indoor Emergency (evacuation)

- First staff member to identify hazard, turn on siren loudly whilst proceeding to a suitable/safe location. Sirens are located on kitchen bench and under the veranda above Occasional Care lockers.
- Inside teacher to ensure building is evacuated, by checking or delegating the role of checking rooms, toilets, behind doors etc. and all doors to be closed and turn off lights after checking each room.
- Responsible person or Nominated supervisor to contact emergency services if necessary.
- All children and staff to assemble at front gate Emergency Evacuation Assembly point and if necessary, proceed to Riverdale Primary School front office.
- Inside teacher collects/delegates collection of the sign in sheet is collected.
- Nominated supervisor/Responsible person ensures that all children, staff and visitors are accounted for e.g. roll call, including occasional care and staff.
- Contact families if necessary.



Procedures for Outdoor Emergency (lockdown)

Procedures for an emergency that requires a Lockdown inside the premises

- First staff member to identify hazard, turn on siren loudly whilst standing in inside/outside double doorway for a short period before proceeding to a suitable/safe location. Sirens are located on kitchen bench and under the veranda above Occasional Care lockers.
- Staff member who identifies hazard to notify responsible person/nominated supervisor as soon as practically and safely possible. Responsible person/nominated supervisor to contact emergency services if necessary.
- Outside teacher is to check or delegate role of checking if yard is clear and lock external gates.
- Educator with siren to move to safe lockdown assembly point. Kitchen is recommended assembly point. If Kitchen is deemed unsafe, children's bathroom is second assembly point.
- The last educator inside to lock / bolt all external doors.
- If necessary, close blinds and remain low and wait for further direction from emergency services.
- Contact families as required.

Sources: SA Emergency Services, [SA Health – Emergency Services – Children's](#), Riverview Preschool Governing Council, staff, children and families, local community members, Department for Education, [ACECQA](#), Education Standards Board??

Approval Date: November 2021

Next Review: November 2022

Chairperson name:

Sign:

Date: