



## EMERGENCY MANAGEMENT POLICY

(This is one component of our Child Safe Environment Policies)

### AIM

We are committed to ensuring the safety, health and wellbeing of children attending our service by identifying the risks and hazards of emergency and evacuation situations. Children, Educators and staff will regularly rehearse our emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation/emergency management.

### PROCEDURE

- 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.
- Evacuation plan is displayed at “the exits”.
- List of phone numbers of- Doctors, Ambulance, Public health, and fire department on the phone.
- Emergency contact list will be maintained and kept up to date. This will be kept at the back of the roll and within the preschool mobile phone
- The Nominated Supervisor will ensure there is a working mobile phone available for emergency situations and excursions-
- The staff will ensure there is a portable first aid kit in both the inside and outside first aid locations.
- Person discovering the emergency is to inform Responsible Person and follow the Emergency Risk Assessment Plan
- Fire extinguishers, fire blankets and other emergency equipment will be tested as recommended by the manufacturer. All tests are documented.
- 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.
- Staff and children will practise the relevant procedures as guided by the National Regulations (Regulation 97)
- Staff will program learning to support children in their understanding around support services and emergency procedures (e.g. Fire Station visits and fire safety procedures. “Get down low and go, go, go”)
- Record the emergency rehearsal with relevant information as per the National Regulations (Regulation 97)
- Staff will have knowledge of Fire Extinguisher use.

### Evacuation Procedure

- To be followed in accordance with identified risk assessment
- An allocated staff member will blow the whistle continually. (whistles are located at the exits of the building)
- All children move to room leader at the exit. The room leader will take the children to the assembly point
- Second staff member checks all children, staff, visitors, and volunteers are out of the building and collects the rolls, evacuation pack, children’s medications, and emergency phone.
- When children are assembled, the room leader will check the roll and make sure all children and staff are accounted for.
- When the emergency services arrive liaise with key personnel regarding any children or staff not accounted for.
- No one is to re-enter the building unless advised by the emergency service staff.

- No one is to take any child away from the assembly area unless advised by senior fire brigade staff.
- At the completion of a practice/drill. The staff member who blew the whistle must complete the emergency record sheet

#### Invacuation Procedure

- To be followed in accordance with identified risk assessment
- An allocated staff member will blow the whistle continually. (whistles are located with the first aid kit)
- All children move to room leader. The room leader will marshal the children to the assembly point.
- Second staff member checks all children, staff, visitors and volunteers are in the building and collects the rolls, emergency pack and emergency phone.
- On the way inside the second staff member must lock all doors, ensure all windows are closed, all curtains closed and dial 000.
- When children are assembled, the room leader will check the roll and make sure all children and staff are accounted for.
- When the emergency services arrive liaise with key personnel regarding any children or staff not accounted for.
- No one is to exit the building unless advised by the emergency service staff.
- No one is to take any child away from the assembly area unless advised by the attending emergency services.
- At the completion of a practice/drill. The staff member who blew the whistle must complete the emergency drill sheet.

NSW HEALTH ORDERS in conjunction with the Dept. override all policies and must be adhered to as best practise and to the best of our ability.