Emergency and Evacuation
Background

St Joseph’s Preschool Hindmarsh must have policies and procedures which set out what must be done in an emergency and have an emergency and evacuation floor plan that is displayed in a prominent position. Emergencies can include:

- natural disasters
- fire
- the presence of dangerous animals or insects
- other situations that require a lockdown to be implemented
- a situation that requires the evacuation of the premises.

An emergency may also include an accident or sudden illness that requires the immediate response of educators. It might include an asthma attack, a seizure or an anaphylactic reaction.

Policy Statement

St Joseph’s Preschool Hindmarsh considers the safety of our families, children and educators is paramount. Pivotal to our overall safety procedures is the management of emergency situations. Our procedures are tested and reviewed a minimum of once each school term.

Implementation

Evacuation

- Emergency evacuation procedures (including a floor plan) will be clearly displayed near the main entrance and exit of each room used by the Preschool service, and are to be followed in the event of fire, natural disaster or other emergency.
- There are clear instructions for what steps will be taken by the certified supervisor, educators, and volunteers in case of emergency.
- The evacuation plan will include:
  1. a safe assembly area, with its own escape route, away from access areas for emergency services and the building; where relevant and practical, use the same assembly areas as the school
  2. an alarm/siren or other method to give notice of an emergency
  3. a second assembly area in the event that the first assembly area becomes unsafe
  4. unobstructed routes for leaving the building, which are suitable to the ages and abilities of the children (special consideration must be given to the evacuation of children with disabilities)
  5. an emergency pack stored away from the building, including items such as blankets, first aid kit
  6. a person nominated to collect the attendance roll and families' emergency contact numbers and, at the assembly area, check the roll to ensure that all children, educators and other staff are present
  7. Should an emergency procedure be invoked all parents and visitors on site at this time will be signed in and will follow procedures by a person nominated
  8. a list of current emergency services contact numbers and a person nominated to phone the relevant emergency service
  9. a person nominated to check that the building is empty and, if safe to do so, check that all doors and windows are closed to contain the spread of fire
  10. a person nominated to supervise the children at the assembly area. When the emergency services personnel arrive, the certified supervisor will inform the officer in charge of the nature and location of the emergency, and of any missing children, educators or other staff.
• No one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.
• Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation. Educators will attempt to extinguish fires only when:
  1. a fire is burning in the exit and is preventing the safe evacuation of the children and staff
  2. the children have been evacuated from the room
  3. the fire is small
  4. there is no danger to the person operating the extinguisher and the person is well trained and confident in its use.
• St Joseph’s Preschool will ensure that appropriate and functioning smoke detectors are installed and that there is a residual current device fitted.
• Safety and evacuation drills involving educators and children will be practiced in before school care and after school care at least once a term, when most children are present.

Lockdown
St Joseph’s Preschool must develop strategies to bring children indoors if there is a serious risk to their safety outdoors. Many of the strategies will be a reversal of evacuation procedures.
• To avoid confusion, St Joseph’s Preschool and school has identified a different alarm/warning from that used for evacuation.
• A range of possible dangers need to be considered (eg gas leaks, storms, trespassers).
• Children will have regular practices of procedures, as for evacuation.
• St Joseph’s Preschool will:
  o gather children in the Preschool room
  o educators will direct children to be seated quietly on the floor
  o educators will check attendance and maintain ratios
  o ensure gathering space will have access to toilets and a telephone.
• St Joseph’s Preschool has considered the school strategy and ensures there is a consistent approach that will meet the operational needs of the Preschool service.

Other Considerations
• The steps and requirements for evacuation/lockdown have been fully explained to all the children and educators, ensuring that instructions are clear and easily understood by the children.
• There are identified alarm strategies used and a person nominated notifies relevant emergency services.
• Regular practices of evacuation/lockdown procedures are recorded and dated.

Philip Schultz
Principal

Anne Burke
School Board Chairperson

Dated: June 2015