

Emergency and evacuation



Reviewed: 25 - 3 – 19

<u>Education and care services regulation/s</u>	NSW Department of Education policy, procedure or guidelines	Relevant National Quality Standard/s	School policy or procedure, where applicable
<p><u>Regulation 168 (2)(e)</u></p> <p><u>Regulation 97</u></p>	<p>The following department document can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> Emergency Management Procedures 	<p>2.2: Each child is protected.</p>	

- Emergency evacuation procedures are displayed prominently at the external exit door of the preschool, including a map indicating the route to the emergency meeting points. They are also located on the playground fence next to the gate and yellow wall. The emergency evacuation procedures are included in the all other classrooms, offices and learning areas and the Casual teacher/ SLSO folder.
- Emergency contact numbers are displayed clearly next to the preschool landline phone.
- At the beginning of each term preschool conduct practice emergency evacuation procedures. This is done with both groups and covers all scenarios (lock down and evacuation). A reflection of the evacuation is recorded by the educators and kept on the school server. The principal is provided with a copy of the reflection to record details of each practice in the Department's *In Case of Emergency* (ICE) system.
- A risk minimisation plan for emergency evacuations is available and reviewed annually. (Emergency Management Plan)