



## **Emergency & Evacuation**

### **Policy Statement**

Castle Hill Pre-School Kindergarten Inc. is committed to identifying risks and hazards of emergency & evacuation situations as the safety and wellbeing of all children, staff, families & visitors is paramount.

### **Goals - What are we going to do?**

Castle Hill Pre-School Kindergarten Inc. will:

- Conduct on going risk assessments and reviews of all potential emergency & evacuation situations including medical emergency situations;
- Develop procedures about emergency situations;
- Ensure regular rehearsal & evaluation of emergency & evacuation procedures.

### **Strategies - How will it be done?**

#### **Risk management approach to emergency and evacuation situations**

**The Nominated Supervisor and Educators will:**

- Work together to identify potential emergency and evacuation situations that may arise at this specific centre to identify all risks associated with such situations. This risk assessment will be attached to this policy and reviewed at least on an annual basis;
- Work together to develop procedures to manage all risks associated with emergency and evacuation situations. These procedures will be attached to this policy;
- Ensure the development of an emergency evacuation floor plan. This floor plan will be attached to this policy;
- Ensure they have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones;
- Ensure they have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use;
- Ensure that emergency equipment is tested as recommended by recognised authorities; and
- Ensure that up to date portable emergency contact lists are accessible within the centre and that evacuation procedures include the carrying of this list by a staff member at the point of evacuation.

#### **Communication and display of emergency and evacuation procedures**

**The Nominated Supervisor will:**

- Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these;



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- Ensure that all staff are trained in the emergency evacuation procedures;
- Ensure that all staff are aware of emergency evacuation points.

**Scheduled and spontaneous rehearsals of responses to emergency situations**

**The Nominated Supervisor will:**

- Provide educators with specific procedures around all potential emergency situations;
- Ensure that the evacuation procedures are in accordance with the evacuation floor plan;
- Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures;
- Evaluate with educators rehearsals to assist in refining their risk management procedures around the safe evacuation of staff and children.

**Educators and staff will:**

- Provide children with learning opportunities about emergency evacuation procedures; and
- Be alert to the immediate needs of all children throughout the evacuation drills.

**Documentation and record keeping**

**The Nominated Supervisor will:**

- Ensure all evacuations are documented and reviewed;
- Ensure all emergency contact lists are updated as required.

**Policy availability**

The emergency and evacuation policy will be readily assessable to all staff, families and visitors, and ongoing feedback on this policy will be invited.

**Review**

Educators and staff will monitor and review the effectiveness of the emergency and evacuation policy regularly. Updated information will be incorporated as needed.