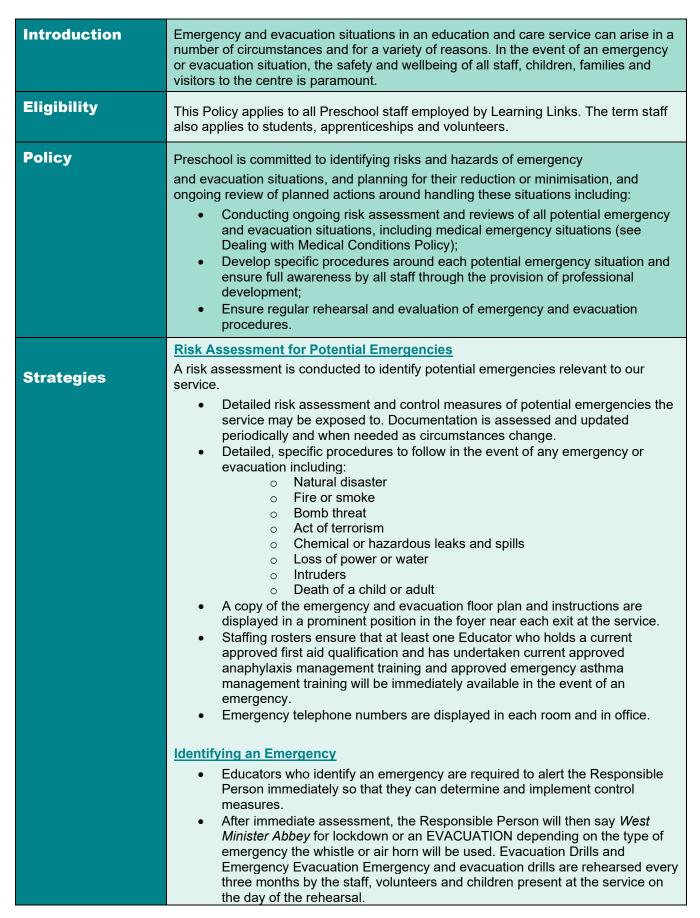
Emergency Response Policy and Procedure Preschool





All drills are documented to include the date, time, attendance registers, time taken to evacuate, nature of emergency, any identified barriers and any follow up required. This documentation is kept for a minimum of three years. Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds. Emergency whistles and air horns are provided in designated areas throughout the service. Whistles and air horns are only to be used for evacuation purposes. After the Emergency is Over In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child. If able to return to the building, head count prior walk back to the preschool in a calm manner. On arrival recheck with another head count. Consider counselling services. Staff refer to EAP, for children refer to Learning Links Leadership for referral. Responsibilities for the Emergency Response Policy and Procedures are: **Roles and Approved Provider** Responsibilities Ensuring that every reasonable precaution is taken to protect children at the preschool from harm and hazards that are likely to cause injury (Section Ensure the identification of potential emergency and evacuation situations that may arise at the preschool and risks associated with such situations. Ensure the following documents are attached to this policy: o Risk assessment – reviewed at least on an annual basis; Emergency and evacuation procedures; and Emergency evacuation floor plan. Ensure educators and staff have ready access to an operating telephone and that emergency telephone numbers are displayed near telephones. Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in Ensure that emergency equipment is tested as recommended by recognised authorities. 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. Ensure that all staff are trained in the emergency evacuation procedures. Ensure that all staff are aware of emergency evacuation points. Ensure that families are regularly reminded of the emergency procedures in place at the service. Ensure that rehearsals of emergency and evacuation procedures are regularly scheduled and rehearsed, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures. Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events. National Quality Standard, Quality Area 2: Children's Health and Safety -Related Standard 2.2 Health and Safety Legislation, Work Health and Safety Act 2011 Standards, Work Health and Safety Regulation 2011 **Documents** Education and Care Services National Law Act 2010: Sections 167, 169 Education and Care Services National Regulations: Regulations 97, 98, 168(2)(e) This policy and guidelines will be reviewed every two years and will incorporate current Review information, legislation and feedback as required.

The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.

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