



Emergency and Evacuation Policy

Rationale

Educators at The Pines Preschool take steps to prevent and respond to emergencies to ensure the safety and wellbeing of children, families and educators.

National Quality Standards

Regulation 168 (policy) and 97 (procedures) of the Education and Care Services National Regulations 2018.

Quality Area 2: Children's health and safety

At our preschool:

- Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

There are also links to:

Quality Area 7: Governance and leadership

Educators Responsibilities

- The preschool has emergency instructions and evacuation floor plans. These are displayed near exits and shown and explained to educators on induction.
- A risk assessment is conducted every year to assess the likelihood of incidents at the preschool.
- Emergency evacuation and invacuation drills are carried out regularly at the preschool (each term). These are evaluated and logged in the 'Invacuation / Evacuation Practices Record Sheet' located in the Work, Health and Safety folder located in the preschool office.
- WHS policies and procedures are followed in the preschool.
- Emergency phone contacts are located near all phones.

References:

- Education and Care Services National Regulations, 2018.
- National Quality Standards, 2018
- Department for Education Emergency and Crisis Management: www.crisis.sa.edu.au
- Department for Education policies and procedures available at: <https://www.education.sa.gov.au/department/policies>

Policy review

Quality area 7: Leadership and service management

Revision Record

Version	Approved by	Approved date	Amendments

Created:

November 2018

Approved at Governing Council on (Date):

Approved by Principal: Cherie Collings

Approved by Governing Council Chairperson:

To be reviewed:

2021