



Dubbo West Public School Preschool

Procedure: Emergency Evacuation and Lockdown Procedure

Education and Care Services National Law or Regulation:

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Links to National Quality Standard:

2.2

Links to Department Policy, Procedure or Guideline:

Emergency
Management
Procedures



Date to be reviewed:

September 2020

Introduction:

In cases where there's an emergency, there may be times when it is necessary to either evacuate the preschool or be locked down within the preschool.

Aims:

- To keep all children and staff safe and secure during an emergency situation.
- To ensure that children **feel** safe during these situations.

Procedure:

1. In an emergency situation an alarm will sound. The voice recording tells us whether the school is in a lockdown or needs to evacuate. The alarm for each sounds different and tells us whether it is an evacuation or a lockdown.
2. In a **LOCKDOWN**
 - Teacher will take sign-in sheet and gather children at internal storeroom door in a calm manner.
 - Teacher will conduct a head count as they enter the storeroom, to ensure all children are accounted for.

- Teacher to sit children down and mark roll, then have group time with children to keep them calm.
- SLSO will gather the red first aid bag from hook, the cordless phone, a mobile and will also get drink bottle holder before doing a final check of classroom and bathroom to ensure no children are left behind.
- SLSO will also direct any extra staff or casuals as to where they need to be.
- All staff and children will remain in storeroom until someone comes and notifies us that the lockdown is over.
- In the event that Preschool staff feel that the Preschool needs to go into lockdown, the same procedure will be followed except that once all staff and children are safe, teacher will call office to notify them of the situation.

3. In an EVACUATION

- Teacher will take sign-in sheet and gather children at the emergency exit next to the kitchen.
- Teacher will do a head count to make sure all children are accounted for.
- SLSO will take the first aid bag from the hook and a mobile and do a final check of the playroom and bathroom to ensure all children are accounted for.
- SLSO will also direct any extra staff, students or casuals as to where they need to be.
- SLSO will lead children down to back gate and out onto the primary field next to the SACC Centre with the teacher at the back to ensure all children are accounted for.
- Teacher will then call the roll again and wait for further instructions.
- If we have to evacuate out the front entrance same procedure will be followed except that children will be gathered at playroom entry door and children will be lead out the front door and turn right out to the field.