

Punchbowl Public School Emergency Procedures

Preschool Regulatory Information		
Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
2.2	97 98	<u>Emergency Management Procedures</u>

The Emergency Evacuation Procedure supports the implementation of the School Management Plan, including within the Preschool. It includes instructions for action to be taken in an emergency situation or evacuation and is developed and reviewed by the school WHS Committee.

1. Evacuation

EMERGENCY SIGNAL - automated alarm sounding 'EVACUATION'

(Where possible, a PA announcement will be made advising the assembly area.)

1.1. Evacuation Assembly Areas

- The **school field** is our default evacuation assembly area.
- The **grassed area at the corner of Rossmore Avenue and Canterbury Road** will be used if the school field is unsuitable,
- **Wiley Park Girls High School** will be used if offsite evacuation is required.
 - Address: Hillcrest Ave, Wiley Park
 - Access by heading north along Rossmore Ave toward Punchbowl Shops and right into Hillcrest Ave.
 - 1.3 km from school site

1.2. Evacuation Procedure Responsibilities

1.2.1. Staff supervising students: heading to the assembly area

- Collect class roll and pencil.
- Collect and wear duty vest.
- Close windows and doors.
- Turn on mobile phones (and ensure not on silent mode).
- Turn off electricity, air conditioning and gas if possible.
- Move students to the evacuation area in a calm, orderly manner, via the shortest and safest route (see evacuation map).
 - If on the playground when the alarm sounds, go to the assembly area by the most direct route.
 - If the designated route presents a danger, choose a route that most effectively avoids the danger.
- Alert wardens about any students out of their class at the time of emergency - e.g., toilet, specialist program, buddy class.
- Students do not take any belongings unless an offsite evacuation is required.
- **Specialist teachers** evacuate students under their supervision to the assembly area and reunite them with their classes.

1.2.2. Staff supervising students: at the assembly area

Class teachers

- Sit students down in designated grade area by class.
 - Return students to their home class if they have been in another room.
- Mark the roll
- Note who is missing:
 - If you have students missing, hold up the **red card**.
 - If all students are accounted for, hold up the **green card**.
 - Chief and Deputy Wardens will observe coloured cards.
- Split classes are to be reformed. The roll for the split class will be marked by the stage AP. *(The AP and the office both retain a copy of the split class roll when classes are split. Both copies should be brought to the evacuation area.)*
- Remain until the **ALL CLEAR** is sounded.

Specialist teachers

Once specialist teachers have delivered students under their supervision to the appropriate class teacher:

- RFF, librarian and Community L specialist teachers assist with the evacuation of preschool students.

1.2.3. Specific Evacuation Roles

Chief Warden (White hat):

- Decide on the need to evacuate, where possible in consultation with emergency services.
- Sound the emergency evacuation signal.
- Liaise with relevant authorities.
- Direct community members and contractors onsite to the assembly point.
- Brief staff on emergency w
- Orchestrate arrival of emergency services
- Advise staff when they can return to normal duties.

Deputy Chief Wardens (White hat):

- Supervise playground areas.
- Retrieve students from toilets.
- Direct students and personnel to the assembly point.
- At the assembly point:
 - liaise with teachers signalling **red cards** to account for missing students;
 - account for all staff, including office staff, canteen staff, GA & cleaners.

Floor Wardens (Red vest):

- Check that all rooms on their floor are evacuated.
- Close but do not lock doors as they go.
- Close windows if possible.
- Switch off lights if possible.

1.2.3. Specific Evacuation Roles *cont.*

Preschool Warden (Red vest)

- Collect Preschool sign-on book, visitors and volunteers register and deliver it to a Deputy Chief Warden.

Preschool Teachers (Duty vest)

- Collect the children's arrival and departure register.

Preschool SLSO (from room JR0004)

- Collect from kitchen and carry the evacuation bag containing:
 - the first aid kit.
 - individual student emergency medication and medical management plans.
 - emergency contact details for the children.

SaCC Facilitator (Red vest):

- Collect visitor sign on book.
- Assemble parents and children.
- Move group to field via route marked on map.

First Aid Officers (Green hat):

- Collect emergency evacuation trolley & first aid.
- Render assistance as required

Office Staff:

- Phone GA and canteen to alert them to the emergency.
- Check and evacuate sick bay and administration block.
- Collect school keys.
- Collect staff sign-on book.
- Collect visitor sign-on book.
- Collect student evacuation list.
- Collect marked rolls for all split classes and give to the stage AP.
- Collect the evacuation trolley.
- Evacuate to field or alternative location when advised.

General Assistant:

- Keep driveway clear for emergency services using hand-held sign and wearing fluorescent vest where time permits.

Canteen Staff and Cleaning Staff:

- Evacuate to the assembly area via the shortest and safest designated route.

Students:

- Follow teachers' instructions.
- Do not carry anything unless directed otherwise.
- Remain calm and quiet.

Visitors:

- Follow directions from the Wardens and evacuate to the assembly area.

2. Lockdown

EMERGENCY SIGNAL - automated alarm sounding 'LOCKDOWN'

(Where possible, an announcement will be made over the PA system.)

2.1. Lockdown Procedure Responsibilities

2.1.1. Staff supervising students

- Stay in the classroom.
 - If in the playground, move to the nearest classroom.
- Students out of their room (toilet, playground...) go to the nearest classroom.
- Preschool personnel move to middle connecting room.
- Specialist teachers keep their students with them.
- Lock windows and doors. Pull down blinds and keep a low lighting level.
- Close and lock external doors and extinguish all open flames, including pilot lights (where possible).
- Move students out of line of sight of doors and windows.
- Record names of children & adults present. Inform appropriate Floor Warden of: (a) missing students, (b) extra students from another room & (c) extra adults.
- Keep students calm and quiet.
- Turn mobile phones on and have within reach – listen for announcements or calls from the internal phone system.
- Do not evacuate unless directed by a member of the school executive.
- Wait for an announcement that the lockdown has ended before leaving the room.

2.1.2. Other Staff

- Stay in the room you are in or move to a secure location.
- Ensure the closest Floor Warden knows you are accounted for.
- If this is not possible, inform the office directly using either:
 - internal grey phone system
 - mobile phone to the school number (9750 5055)
 - mobile phone to someone known to be in the office area (if necessary)
- Lock windows and doors. Pull down blinds & keep a low lighting level.
- Close and lock external doors and extinguish all open flames, including pilot lights (where possible).
- Turn mobile phones on and have within reach – listen for announcements or calls from the internal phone system.
- Do not evacuate unless directed by a member of the school executive.
- Wait for an announcement that the lockdown has ended before leaving the room.

2b. Lockout

EMERGENCY SIGNAL - automated alarm sounding 'LOCKDOWN'

(Where possible, an announcement will be made over the PA system.)

- Follow the Lockdown Procedure (as above).
- External gates are locked.

2.2. Specific Lockdown and Lockout Roles

Chief Warden (White hat):

- Determine need to Lockdown or Lockout where possible in consultation with emergency services.
- Sound the emergency Lockdown or Lockout signal.
 - Ensure that #5 is pressed so that Preschool get the announcement.
 - Increase the PA volume to ensure all staff hear (e.g., on the field).
 - Play the Lockdown or Lockout signal TWICE.
- Liaise with relevant authorities.
- Direct any community members or contractors on site to a Lockdown location.
- Brief staff on emergency and await arrival of emergency services or take other appropriate action.
- Advise staff when they can return to normal duties (using the PA unless unavailable).

Deputy Chief Wardens (White hat):

- Direct students and personnel to classrooms.
- In a Lockout, liaise with the GA to lock all external gates.
- Retrieve students from playground areas and direct to a Lockdown location.
- Retrieve students from toilets and direct them to a Lockdown location.
- Liaise with the office to account for missing students.

Floor Wardens (Red vest):

- Check that external doors and windows are closed and locked.
- Switch off lights in common areas.
- Collate information from all relevant rooms in your area regarding:
 - missing students
 - extra students – establish who they are and what class they are from
 - extra adults (e.g., staff, visitors, contractors, cleaners...)
- Inform the office of missing and/or extra people within their area using either:
 - internal grey phone system
 - mobile phone to the school number (9750 5055)
 - mobile phone to someone known to be in the office area (if necessary)

Teachers (Duty vest):

- Secure the room that they are in.
- Record names of children & adults present. Inform appropriate Floor Warden of:
(a) missing students, (b) extra students from another room & (c) extra adults.
- Turn on their mobile phones.
- Support students to be calm and quiet.

2.2 Specific Lockdown and Lockout Roles *cont.*

First Aid Officers (Green hat):

- Render assistance where possible and necessary.

Office Staff:

- Phone GA, SaCC and canteen to alert them to the emergency.
- Contact all visitors onsite not associated with teaching and learning programs (e.g., contractors, parents...) and direct them to a secure location.
- Receive and collate all incoming information from Floor Wardens and other staff regarding:
 - missing students
 - extra students – establish who they are and what class they are from
 - extra adults (e.g., staff, visitors, contractors, cleaners...)
- Liaise with the Deputy Wardens to account for all personnel onsite.

General Assistant:

- In the event of a Lockout, liaise with Deputy Wardens to lock all external gates.

Students:

- Follow teachers' instructions and remain calm and quiet.

Visitors:

- Follow warden directions to proceed to a Lockdown location.

SaCC Facilitator, Cleaning Staff & Canteen Staff:

- Secure the room that they are in.
- Support their group to remain calm and quiet.

3. Preschool-specific Procedures

3.1. Incident and Emergency Management

Punchbowl Public School Preschool conducts a risk assessment to identify potential emergencies that are relevant to the preschool annually. This assessment informs the development and review of local emergency procedures and identifies risks relevant to the preschool, such as:

- flood
- bomb
- bush or kitchen fire
- intruder
- falling branch
- storm
- vehicle or plane crash into the premises

The Preschool Risk Management Plan for visiting the school includes information related to evacuation to the emergency assembly points.

3.2. Emergency Procedure and Exit Displays

instructions are displayed at all preschool evacuation exits for staff and volunteers to follow if necessary. These are not to be obscured by blinds, curtains or furniture. They include evacuation, lock-down and lock-out instructions ([regulation 97](#)). Accompanying these is a preschool floor plan, showing:

- evacuation routes
- assembly points
- location of fire extinguishers
- location of the fire blanket
- where the group will shelter in the case of a lock-down
- a 'you are here' indicator individual to each exit.

A copy of the school's *Emergency Management Plan* is stored with the preschool procedures, as it contains information related to the consultation with relevant emergency authorities and department health and safety officers.

A serious incident notification must be made to Early Learning within 24 hours when there has been an emergency at the preschool that posed a risk to the health, safety or wellbeing of the children.

3.3. Emergency Procedure Rehearsals

Each emergency procedure is rehearsed each term, by each group. All staff, children, volunteers, visitors and the principal (as responsible person in charge) present on the day take part in the rehearsal. Preschool take part in whole school rehearsals when they happen.

Documentation of each rehearsal with evaluative comments and required adjustments are kept and stored in the preschool filing cabinet. The office is then informed by preschool health and safety representative so that it can be recorded on the 'In Case of Emergency' (ICE) data base.

3.4. Preschool Telephone for use in an Emergency

Emergency contact numbers are displayed for quick reference beside the phone.

- Emergency Services - 000
- Poisons Information - 131126
- Bankstown Police Station- 9783 2199
- Bankstown Hospital- 9722 8000
- Punchbowl Public School
1333 Canterbury Road, Punchbowl.
School: 9750 5055
Preschool: 9750 3702

The Preschool is located off Rossmore Avenue.

The nearest cross street to the Preschool is Hillcrest Street.

If an emergency service is called to attend an emergency within the preschool, a notification is to be made to Early Learning within 24 hours.

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