



ACT
Government

Education

ACT PUBLIC PRESCHOOL – EMERGENCY PLANNING AND FIRE SAFETY PROCEDURE

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1. Overview

- 1.1. This procedure outlines the necessity for developing strategies for what must be done in the event of an emergency and developing an emergency and evacuation floor plan.
- 1.2. This procedure must be read in conjunction with the ACT Directorate emergency planning and fire safety policy.

2. Rationale

3. It is important that all educators are aware of the procedures to evacuate and act in an emergency to protect children from any hazard or event likely to cause harm.
4. The following procedures are in place to guide the development of a risk assessment to identify potential emergencies for the purposes of preparing emergency and evacuation procedures which are site specific.

5. Procedures

- 5.1. Each School's Emergency Management Plan is developed under direction from the ACT Education Directorate Emergency Planning and Fire Safety Policy.
- 5.2. The School Emergency Management Plan must include a risk assessment of potential emergencies which are specific to the preschool site if there are additional risks than those potentially experiences at the school site.
- 5.3. The School Emergency Management Plan must include what is to be done in the event of an emergency and must set out an emergency and evacuation floor plan specific to the preschool site.
- 5.4. The emergency and evacuation procedures must be rehearsed every three months by the staff members, volunteers and children in attendance on the day of the rehearsal.
- 5.5. The rehearsals must be documented.
- 5.6. The emergency and evacuation floor plan and instructions must be displayed at each entrance of the preschool premises.

6. Contact

- 6.1. The Director, School Improvement is responsible **for this procedure**.
- 6.2. For support contact **The School Operations Branch** Phone 62053313 email SchoolOperations@act.gov.au

7. Monitoring and review

- 7.1. The procedure owner will be responsible for monitoring the procedure through annual scans. A full review will occur as necessary, or within a three-year period.

8. Complaints

- 8.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
 - the school principal in the first instance;
 - the Directorate's Liaison Unit on (02) 6205 5429;
 - online at http://www.det.act.gov.au/contact_us;

- the Director of Early Childhood Policy and Regulation within *Children’s Education and Care Assurance* within the Education Directorate via complaintsCECA@act.gov.au ;
- see also the *Complaints Policy* on the Directorate’s website.

9. Related Policies and Implementation Documents

- 9.1. Emergency planning and fire safety policy
- 9.2. Security Management Policy
- 9.3. Temporary Closure of school’s procedure
- 9.4. ACT Emergency Response Guide
- 9.5. Central office flowchart – Response to an elevated fire danger rating
- 9.6. Additional Information
 - Bushfire preparation package 2018-2019
 - Emergency contact phone numbers
 - WHS Emergency Contacts
 - Temporary School Closures

10. References

- 10.1. Education and Care Services National Regulations