



# Vale Park Preschool

## **Emergency and Evacuation Policy**

### **Policy Statement**

At Vale Park Preschool the safety and wellbeing of everyone is paramount. The aim of this policy is to manage the risks at Vale Park Preschool in accordance with the DECD Risk Management Policy and the DECD Risk Management Framework to maximise our opportunities and minimise negative outcomes.

The purpose of this policy is to formalise and communicate the Emergency and Evacuation Procedure to provide an effective structure to manage the risk across the site.

### **Emergency and Evacuation Procedure**

- A risk assessment will be conducted to identify potential emergencies relevant to the site. Educators will use the DECD RISK MATRIX.
- An Emergency and Evacuation Procedure will be documented with instructions for what must be done in the event of an emergency - evacuation and invacuation including an evacuation/ invacuation floor plans.
- The Emergency and Evacuation Procedure will be rehearsed by the staff, children and volunteers. These rehearsals will be documented.
- Educators will discuss the rehearsal and identify possibilities for improvement each term.
- A copy of the emergency and evacuation floor plan and instructions will be displayed in a prominent position near each exit.
- Educators will review how to use a fire extinguisher during the first term each year or when Firewarden educator training has been attended.
- DECD Emergency Management Plan has been written identifying and risk assessing potential hazards, stating the emergency evacuation procedures. This plan will be reviewed annually.

This policy will be shared with all new staff and families, and available on the website and in the Preschool Policies Folder.

This policy has been developed in consultation with the Governing Council, staff and families of the centre.

This policy will be reviewed and evaluated regularly and modified as required to ensure continued relevance for the centre.

The Governing Council endorsed this policy on:

Date: October 2015

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Chairperson

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Director

# VALE PARK PRESCHOOL

## Emergency and Evacuation Procedures Rehearsal

## **RISK ASSESSMENT TO IDENTIFY POTENTIAL EMERGENCIES**

1. Fire

2. Flood—burst pipe

3. Gas leak

4. Unwanted visitor

5. Injury/Accident

6.