


Dealing With Emergencies

- **Kangaroo Valley Pre School Inc** is responsible for ensuring:
 - sufficient and appropriate equipment and resources are available for dealing with any emergency or critical incident likely to impact on **Kangaroo Valley Pre School Inc.**
 - all equipment, including warning, alarm and communication systems, fire detectors and fire extinguishing equipment etc. is maintained in accordance with the manufacturer's /installer's instructions and that maintenance records are retained in the WHS folder.
 - All emergency and exit signs are clearly visible
 - Emergency response plans and procedures are in place and all persons in, at or near the service are aware of the roles and responsibilities they are to take in the event of an emergency and that it is documented in their position description (where applicable)
 - an evacuation plan, that includes a clear diagram of the escape routes and assembly area is prominently displayed at each exit to **Kangaroo Valley Pre School Inc.**
 - emergency contact telephone numbers are displayed adjacent to all telephone outlets in the service.
 - access to fire fighting equipment is maintained at all times and that the equipment is appropriately signposted
 - that only qualified, accredited persons install, repair and/or maintain electrical equipment
 - escape routes and emergency exits are clear of obstructions at all times (that is, objects and /or vehicles are kept at least two (2) metres from any exit)
 - the relevant government health and safety authority is notified in the event of a serious emergency or critical incident
 - counseling and debriefing services are made available for all those involved in an emergency/critical incident situation where required. (The level of debriefing and/or counseling that may be required will vary according to the extent of the emergency and/or casualties, any difficulties experienced in implementing emergency procedures etc.)

- **Employees** are required to:
 - become familiar with the layout of the building, the sound and duration of alarm systems used by the service, the nearest exit routes, assembly locations etc.
 - cooperate with, and follow any instructions given by members of the emergency/incident control group and/or emergency services in the event of an emergency/critical incident (real or practice drill)
 - ensure security arrangements, computer passwords and back up details etc. are kept confidential
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- report and record any suspicious behaviour, vehicles, incidents or persons they observe within the vicinity of the service, on an accident, incident, hazard, near miss form.
- store their personal belongings out of sight, wherever possible
- report maintenance issues as soon as is reasonably practicable.
- Avoid wearing expensive jewelry or bringing large sums of money to work
- check on arrival that 'normal conditions' are prevailing
- close and lock all windows and draw the curtains/blinds when closing the service
- securely store all equipment at the end of each day
- check the sign out book and attendance register before finally closing the service
- notify Kangaroo Valley Pre School Inc. if they are working at the service outside of regular operating hours.
- park their cars as near as possible to the service particularly if they are leaving after sunset

- The **Nominated Supervisor** is responsible for:
 - informing all those, at Kangaroo Valley Pre School Inc. of their role and responsibilities in the event of an emergency or critical incident
 - scheduling practice sessions.
 - giving advance notice of each drill (including the date and approximate time) to all employees to encourage their understanding and cooperation.
 - ensuring all employees recognize the alert and evacuation signals and know the relevant procedures, escape routes, and assembly area.
 - supervising, recording, reviewing and evaluating (in conjunction with other members of the emergency/incident control group) each practice drill and implementing improvements to the procedures as required
 - If a staff member is required to leave the preschool in the event of an accident or serious illness or for the transportation of a child to hospital, the following procedures will apply to maintain the correct staff ratios:
 - Call Kangaroo Valley Public School Office or teaching staff to assist immediately;
 - Call a person from the Staff Relief List as all of the aforementioned people have had appropriate child protection checks.
 - Call Department of Education & Communities Early Childhood Education and Care Directorate on 1800 619 113 and inform them of the situation.