

# MILES FRANKLIN PRIMARY SCHOOL

*Achieving Educational Excellence in a Caring Environment*

Alderman St Evatt, ACT 2617 – Ph: 6142 2770 – Web: [www.mfps.act.edu.au](http://www.mfps.act.edu.au)



## **Preschool Emergency Evacuation and Lockdown Procedure**

**Reviewed by:** Monique Darragh

**Review date:** 19.10.23

**Next review:** 19.10.24

An emergency can develop from a number of causes including fire, bomb threat, suspicious person or item, structural faults, chemical spill, leakage of gas, or civil disorder.

In the case of an emergency at Miles Franklin Preschool all staff must follow the procedure outlined below:

- As soon as a member of staff becomes aware of a potential emergency situation they contact the front office on (02) 6142 2770. If the emergency situation requires an evacuation then the Evacuation Procedures are followed:
  - Fire warden (teacher in room 1- Blue and Red Group classroom) and staff responds to alert and directs staff & children to evacuate then does a sweep of all indoor spaces
  - Children move to go spots (green spots located on concrete outside each classroom) and wait
  - Room 2 staff (Yellow and Green Group) grabs the Medical evacuation bag from the kitchen an identified students medicine bags, grab the volunteer sign on sheet and staff sign on sheet
  - Room 1 assistant is with the children at the go spots outside room 1.
  - Fire warden announces the building clear
  - Teachers ensure all children are present
  - Staff and students leave out of the main Preschool gate and head quickly down to the basketball court.
  - Each class has an adult at the back and front of the line for safety.
  - An official roll call (paper roll and emergency contacts in evacuation bag/folder) is done at the basketball court for children, staff and visitors
  - Preschool sit in the shade
  - All in attendance reported to Exec by warden
  - Debrief discussion and report by preschool staff.
- If the emergency situation requires a lockdown then the Lockdown Procedures are followed:  
Soft Lockdown (due to an escalated student):
  - There will be a whole school email with the subject 'Pineapple' and a message sent to the team from the Executive
  - Students are to stay inside or if they are outside they are brought in quickly
  - Bins, sunscreen, sharps, personal belongings etc. put away/brought inside where possible
  - Doors locked and windows closed, including any internal doors
  - Students continue learning inside their classrooms until the code word 'marshmallow' is messaged by executive and/or email with the subject 'marshmallow' sent

Lockdown (due to an external threat/risk):



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- Alarm will ring for a few seconds
  - Staff direct children and staff to their safe place (small room off main preschool classrooms)
  - Children move into small room quietly and quickly sit on the floor
  - Staff lock doors (including shed), turn off lights, draw blinds, collect student medicine bags and first aid kit and take personal mobile phone and evacuation roll
  - Roll marked to check staff and students are all accounted for.
  - Each teacher notify the Executive Team to report staff, students and any other additional visitors present and accounted for.
  - Staff and children stay in lockdown until signalled otherwise (“superman” music on the speaker)
  - When lockdown is over staff check in with questions to the children to see if they are Ok.
  - Debrief discussion and reported by preschool staff
- Emergency evacuation drills are conducted every term so that staff and students are aware of the emergency warning signals, the evacuation or lockdown procedures, the use of exit routes and location of safe areas. Emergency evacuation and lockdown drills are recorded and reflected on.
  - Emergency and evacuation floor plans and instructions are displayed in a prominent position near main exit areas within both Preschool rooms.
  - Lockdown procedures are located in the preschool staff room (communication display board)
  - Ready access to operating telephone services or other communication is available for all preschool staff.

**Links to other policies:** Emergency and Evacuation Procedure - Evacuation procedure; Lockdown procedure

**NQS Reference:** 2.2.2, 4.2.2, 7.1.3

**Corresponding Regulation:** 97, 168(2)(e)