

Preschool Emergency Evacuation Procedure

Rationale

The purpose of this procedure is to ensure the safe and orderly evacuation of all children, staff and visitors from Rosebery Preschool in the event of an emergency. This procedure outlines the clear steps to be followed to maintain safety, supervision and accountability at all times.

Policy Statement

Rosebery Preschool prioritises the safety and wellbeing of all children and staff. In the event of an emergency requiring evacuation, all children will be calmly and safely escorted to the designated assembly area under direct supervision. Staff will ensure accurate attendance checks are conducted and appropriate emergency equipment is carried during evacuation.

Legislative Requirements

National Law: Sections 165, 167

National Regulations: Regulations 97, 98, 168

Work Health and Safety Act

National Quality Framework: Quality Area 2 – Children’s Health and Safety

Implementation

Parents/Carers are expected to:

- Follow directions from staff if present onsite during an evacuation.
- Proceed calmly to the designated muster area if instructed.
- Not remove their child from the assembly area until attendance has been marked and permission is given by staff or leadership.
- Keep access points clear for emergency services if applicable.

Preschool Staff will:

- Remain calm and provide clear, simple instructions to children.
- Direct children to leave through the preschool back classroom fire exits.
- Walk children across the playground and exit via the lower preschool yard gate.
- Escort children across the basketball court and past the back of the Administration and Performing Arts building.
- Assemble on the grass area of the oval near the silver tables, on the right-hand side of the Performing Arts building.
- Ensure children sit or stand in class lines for supervision and roll marking.
- Carry the excursion bag, including first aid kit and class checklist/roll.
- Conduct a full headcount and mark attendance immediately upon arrival at the assembly



point.

- Report any missing children or concerns immediately to school leadership or emergency services.
- Remain with students until the all-clear is given.

Students will:

- Stop immediately when directed by an educator.
- Walk calmly and stay with their class group.
- Listen carefully and follow staff instructions.
- Remain seated or standing in class lines at the assembly area.

Muster Location

Grass area of the oval near the silver tables, right side of the Performing Arts building.

Effective:

Term 1, 2026

Date of Next Review:

Term 1, 2027

Developed by:

Preschool Teacher in Charge

