

## Invacuation and Evacuation Policy

Kangaroo Island Community Education – Parndana Campus Preschool

### Purpose

To ensure the safety of all children, staff, families, and visitors at the preschool in the event of any emergency requiring invacuation (shelter-in-place) or evacuation, in accordance with Department for Education policy and South Australian emergency management legislation.

### Scope

This policy applies to all students, staff, families, contractors, and visitors at Kangaroo Island Community Education – Parndana Preschool.

### Policy Statement

We are committed to:

- Providing a safe and secure environment, prepared to respond promptly to any emergency.
- Ensuring emergency procedures for invacuation and evacuation are in place, regularly rehearsed, clearly communicated, and accessible to all.
- Following Department for Education's Emergency Management Policy and Procedures and bushfire response plans.

### Guiding Principles

- The safety, health, and well-being of every child is our highest priority at all times<sup>1</sup>.
- All staff and children are familiar with, and understand, the procedures for both invacuation and evacuation.
- Plans are based on comprehensive risk assessment and comply with AS 3745-2010: Planning for emergencies in facilities and relevant South Australian laws<sup>2</sup>.
- Communication before, during, and after emergencies is timely, accurate, and sensitive to privacy and wellbeing needs.

# Strategies and Procedures

## 1. Development of Emergency Plans

- A documented Emergency Management Plan, including site maps and evacuation routes, is maintained and reviewed annually or after every evacuation/invacuation event.
- Plans are based on risk assessment and reflect the unique context of the preschool, including children with additional needs.

## 2. Regular Drills and Training

- Invacuation (shelter-in-place/lockdown) and evacuation drills are conducted at least once per term and documented according to Department guidelines.
- All staff are trained in their roles and responsibilities for responding to emergencies, including leading and assisting child evacuation or invacuation.

## 3. Invacuation Procedures (Shelter-in-Place)

- Initiated in response to external threats (e.g., bushfire smoke, dangerous person, community emergency).
- All staff and children move to the designated safe area indoors (as per site plan).
- All doors and windows are secured, attendance is taken, and children are reassured and supervised.
- Await instructions from emergency services or site leadership before resuming normal activities.

## 4. Evacuation Procedures

- Initiated in response to threats inside the building (e.g., fire, gas leak) or as directed by emergency services.
- Children and staff follow the marked evacuation routes to the designated assembly point.
- Attendance is taken at assembly, and all children are supervised until the site is declared safe.
- No person re-enters the building until cleared by the site commander or emergency services.

## 5. Communication

- Emergency contact details for all children and staff are regularly updated and accessible in an emergency.
- During any emergency, families are notified as soon as practical via approved channels (e.g., phone, SMS, email, SA Education emergency alerts).
- Post-incident, supports for children, staff, and families are provided and communications debrief the event.

## 6. Special Considerations

- Plans accommodate children and staff with disabilities or health conditions affecting mobility or communication.
- Visitors and volunteers are briefed on emergency procedures upon arrival.

# Prohibited Practices

- Locking exits or restricting egress routes, except as part of evacuation/lockdown as directed for safety.
- Failing to rehearse emergency procedures as scheduled.
- Withholding emergency information from staff or families unless required for safety or privacy.

# Partnerships with Families

- Families are informed of emergency policies and procedures on enrolment and when updated.
- Families are encouraged to update contact information and notify staff of any special requirements for their child during emergencies.

# Review

This policy is reviewed annually or in response to legislative, regulation, or procedure changes or after any emergency incident or drill.

# References

- Emergency Management Policy and Procedures – Department for Education, SA
- Organising the School and Preschool Year, Closure Days and Early Dismissals Procedure<sup>1</sup>
- Bushfire Response Procedure<sup>2</sup>
- Incident Coordination: Managing Incidents of Extreme Severity Procedure
- AS 3745-2010: Planning for emergencies in facilities
- Emergency Management Act 2004 (SA)
- Education and Care Services National Regulations (Regs 97, 168)