

# Owenne Preschool Emergency Management Plan

1/6/2025

## site details

<b>Site name</b>	Owenne Preschool	<b>Total enrollments</b>	15
<b>Site number</b>	06	<b>Total staff</b>	5
<b>Site address</b>	29, Owenne Way, Owenne	<b>Year levels</b>	K/R
<b>Hours of operation</b>	9:30am to 2:45pm	<b>Lesson times</b>	10:30am to 1:45pm

## building details

<b>Total buildings</b>	1	<b>Any other services on site?</b>	N/A
<b>Has an oval</b>	No		
<b>Has courts</b>	No		

## risk rating (colour box in black with white 'X')

	N/A	Low	Medium	High
<b>Bushfire</b>		X		
<b>Fire</b>		X		
<b>Bomb threat</b>		X		
<b>Intruder</b>		X		
<b>Student violence</b>		X		
<b>Hostile mobs</b>		X		

## roles and responsibilities

<b>Role</b>	<b>Who</b>	<b>Responsibility</b>
<b>Chief Warden</b>	Director	Effectively manage the emergency.
<b>Deputy Chief Warden</b>	N/A	Assist the Chief Warden as needed.

<b>Emergency Services Liaison</b>	Receptionist	Communicate with emergency services and assist them with access to buildings.
<b>Communications Officer</b>	Director	Communicate the sector and parents.
<b>First Aider</b>	Teachers & SSOs	Provide first aid and food.

## on-site evacuation

<b>Signal</b>	Verbal announcement "special outdoors mat time"	<b>Duration</b>	Until evacuation complete
<b>All clear signal</b>	Chief Warden announcing it	<b>Location</b>	Preschool yard
<ul style="list-style-type: none"> <li>- Close doors (if safe to do so)</li> <li>- Move to assembly area</li> <li>- Collect any stragglers along the way</li> </ul> <p>ONCE AT ASSEMBLY AREA</p> <ul style="list-style-type: none"> <li>- Form classes</li> <li>- Do the roll</li> <li>- Report any missing students to Chief Warden</li> <li>- Staff get names checked off by Chief Warden</li> </ul>			

## off-site evacuation

<b>Signal</b>	Verbal announcement "special off-site mat time"	<b>Duration</b>	Until evacuation complete
<b>All clear signal</b>	Chief Warden announcing it	<b>Location</b>	Next to Bank of Benne (across from preschool yard)
<ul style="list-style-type: none"> <li>- Close doors (if safe to do so)</li> <li>- Move to assembly area</li> <li>- Collect any stragglers along the way</li> </ul> <p>ONCE AT ASSEMBLY AREA</p> <ul style="list-style-type: none"> <li>- Form classes</li> <li>- Do the roll</li> </ul>			

- Report any missing students to Chief Warden
- Staff get names checked off by Chief Warden

## lockdown

Signal	Verbal announcement “special inside mat time”	Duration	Until lockdown complete
All clear signal	Chief Warden announcing it		
<ul style="list-style-type: none"><li>- Move to a secure location and lock doors</li><li>- Cover windows with paintings</li><li>- Crouch down and stay out of sight</li><li>- Follow Chief Warden directions once over</li></ul>			

## lock-in

Signal		Duration	
All clear signal			
We do not have lock-in plans			