**Torrens Preschool**

16 Parsons Street Torrens ACT 2607 Ph: 02 61422857

Dear Parents,

Providing for your child’s safety when at preschool in our care is a major responsibility of our staff. Torrens Preschool has an Emergency Management Plan. The Lead educator is prepared to make prompt and responsible decisions in any situation that could threaten the safety of the students.

The need to close a preschool and evacuate the students before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power, or from a major event such as a fire, earthquake, or severe storm. At times, communication and/or transportation may be disrupted.

In the event of a major disaster information will be disseminated in a number of ways, including:

* Broadcast by local radio and television stations.
* Published in the local newspapers and, as possible, posted on the school website.

**Torrens Preschool Release Policy**

* No student will be dismissed from preschool unless a parent (or individual designated by a parent) comes for him/her.
* No student will be allowed to leave with another person, even a relative or carer, unless we have written permission, or that particular person is listed on the student’s Registration or *Emergency Contacts (Authorised Nominee)* form in our preschool office and is able to identify him/herself. If the information changes, remember to call the preschool to request a new *Emergency Contacts* *(Authorised Nominee)* form.
* All parents or designated persons who come for students must sign out at the preschool or from the alternate release location, which will be established at Torrens Primary School (entrance off Beasley Street).

We are prepared to care for your student in emergency situations. During an emergency if you are not able to reach the preschool, we will care for your child/ren until you, or an authorised person arrives. We have staff members with first aid training, and we will be in communication with local emergency services. In case of an emergency, we ask for your help in the following ways:

* **Do not call the preschool. It is essential that telephone lines are open for emergency calls.**
* **Stay tuned in to the local radio or television for updated developments.**
* **Avoid traffic congestion at the preschool by not driving immediately to the preschool. The preschool access route and street entrance areas must remain clear for emergency vehicles.**

During the preschool year, your child will be trained in the necessary emergency procedures. He/she will learn how to react, where to assemble, and what to expect in an emergency situation.

If you have any questions or comments about our emergency preparations, please call the preschool office on 6142 2857.

Yours sincerely

**Rachel Matthews**

**Principal – Torrens Primary School**