

## Emergency and Evacuation Procedures Policy

### Policy Statement

We aim to provide an environment that provides for the safety and wellbeing of the children at all times ("My time, Our Place", 2.2). All children and staff will be aware of, and practised in, emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately undertaken.

The Centre also has lockdown procedures in response to any critical incident or foreseeable threat of harm to staff, children or visitors. Such an event could be:

- A hostage situation;
- A siege;
- Violent, intoxicated and/or drug affected persons;
- Dangerous animals;
- Unidentified external \*disturbance; or,
- Severe storm.

### Links to the Education and Care Centres National Regulations 2018, National Quality Standards 2018

#### Considerations

Reg	168	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment
	99	Children leaving the education and care service premises
	136	First aid qualifications
	170	Policies and procedures are to be followed
	171	Policies and procedures to be kept available.
QA2	<b>2.2.2</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
	<b>7.1.2</b>	Systems are in place to manage risk and enable the effective management and operation of a quality service.
	<b>7.1.3</b>	Roles and responsibilities are clearly defined and understood, and support effective decision- making and operation of the service.

### Procedure

#### Emergency evacuation

- All exit signs are clearly visible and escape routes and emergency exits kept clear at all times.
- The Centre has the required number of fire extinguishers and fire blankets together with other emergency equipment throughout the service. Fire extinguishers are tested and tagged, and all other equipment checked as recommended. All checks are documented.
- All fire equipment is appropriately sign-posted and kept immediately accessible at all times.
- The service maintains up-to-date emergency contact details for every child and a compact copy of these is taken to the assembly point.
- The contact numbers of emergency services are displayed beside all telephone outlets in the service and near the exits. The service has all emergency numbers recorded on the centres mobile phone.
- All educators are trained in the use of fire extinguishers, fire blankets and other emergency fire equipment and know where these items are located.
- The Nominated Supervisor ensures that all staff know the Centre's Policy and Procedures for emergency evacuations and that they know their roles and responsibilities. Students and volunteers

are told about emergency procedures during orientation and to follow directions from educators at these times.

- Staff will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety and they feel confident to operate the extinguisher and all the children have been evacuated from the room.
- **Staff should be aware of bush fire danger** and have appropriate training on the necessary procedures. The evacuation procedure with a map is available throughout the service at each exit point to inform all staff, children and families of the evacuation procedure.
- Children will be provided with general fire drill procedures on a regular basis and this is to be documented with the date, type of drill an evaluation of how the procedure went and if any changes are to be made.
- The service is to keep the schools evacuation procedure on display also as the service operates on the grounds of the Helensburgh Public school. If the school's emergency alarm was to go off the service will follow the same procedures and evacuate to the bottom oval the same as the schools evacuation drill.

## Evacuation Procedure

Which may include fire/ bushfire/dangerous animal in the service/ bomb threat

In the event of any evacuation emergency staff members will be nominated to:

- 1) Blow 3 sharp whistles to signal an emergency.
- 2) Staff to encourage the children to stop what they are doing and for all children to move with a staff member to the bottom oval as an evacuation point.
- 3) A staff member in the service is to collect the children's attendance records and evacuation bag which contains emergency contacts, first aid kit (including an epipen if required) and a mobile phone
- 4) A staff member is to phone **000** or other appropriate service as required and complete a final check that the building and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire
- 5) Staff supervise the children at the assembly area, and take a roll call of children and wait for further instructions from the appropriate authorities.
- 6) When the emergency service arrives the Staff will inform the officer in charge of the nature and location of the emergency
- 7) No one should re-enter the building until the officer in charge has said it is safe to do so.

## Harassment and Threats of violence

### Considerations

If a person/s known or unknown to the service harasses or makes threats to children or staff at the Centre, or on an excursion, staff will:

- calmly and politely ask them to leave the centre or the vicinity of the children
- be firm and clear and remember that primary duty is to the children in your care
- if they refuse to leave, explain that it may be necessary to call the police to remove them
- if they still do not leave, call the police
- if the Staff is unable to make the call another staff member should be directed to do so
- where possible staff will calmly move the children away from the person

## Lockdown Procedure

### For Intruders / Threats

In case of unknown suspicious persons in play area or near the service staff may implement a lock down procedure of:

- The witness to the event alerts the Nominated Supervisor immediately.
- The Nominated Supervisor determines whether or not lockdown is appropriate.
- If yes, the Nominated Supervisor activates the lockdown signal.
- Staff to signal with 1 long blow on the whistle to gain the childrens attention and ask them to all move inside the service.
- Dial 000 for police/emergency services assistance, and follows the operator's instructions.
- Staff follow all directions of the Nominated Supervisor explicitly.
- All children are to remain in the main room.
- Staff are to lock doors and windows and call police on **000**.
- Educators check the sign-in sheet and ensure that all signed-in children are present, and as soon as it is safe to do so, inform the Nominated Supervisor of the names of any children unaccounted for.

After lockdown.

- The Nominated Supervisor is to notify parents as soon as possible after the lockdown has ended.
- The lockdown will be documented, and the Centre's response reviewed.

### Shelter in place for / Dangerous animals/ Storms and severe weather

In case of severe wet weather or major storm or sighting a dangerous animal the service may implement a shelter in place to ensure all children are kept safely indoors:-

- Educators to discuss the situation with the Nominated supervisor and/ or director to see if a shelter in place procedure is necessary.
- If yes, the Nominated Supervisor activates the lockdown signal.
- Staff to signal with 1 long blow on the whistle to gain the childrens attention and ask them to all move inside the service..
- Staff follow all directions of the Nominated Supervisor explicitly.
- All children are to remain in the main room.
- Staff are to shut doors and windows.
- Educators check the sign-in sheet and ensure that all signed-in children are present, and as soon as it is safe to do so, inform the Nominated Supervisor of the names of any children unaccounted for.
- If it is a dangerous animal, the educators are to ensure they maintain a safe distance but observe the whereabouts of the animal. Educators are to contact a snake catcher or Wires to seek advice and assistance.

After shelter in place.

- The Nominated Supervisor is to notify parents as soon as possible after the shelter in place has ended.
- The shelter in place will be documented, and the Centre's response reviewed.

### Emergency management for an injured or ill staff member or child.

- A staff member with first aid training is to assist an injured staff member or child.
- Other educators to attend to children and move them from danger if necessary
- Educators to assess whether the injured person requires medical treatment and seek assistance if required.

## Notification

In the case of a serious incident occurring Fun 4 u will provide notification on the ACECQA NQS IT portal within 24 hours of the incident occurring. If medical assistance is required Fun 4 U will also provide notification on the

serious notification form and provide a copy of the incident report to the family within 24 hours of the incident occurring.

**Further reading**

Kidsafe. Factsheets. <http://www.kidsafeqld.com.au/fact-sheets>

**Comments:**

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