



EMERGENCY AND EVACUATION POLICY

POLICY STATEMENT

Clovelly out of School Care aims to provide an environment that ensures the safety and wellbeing of the children at all times ("My Time, Our Place" 1.1, 3.1). All children and educators will be aware of, and be practiced in emergency and evacuation procedures.

In the event of an emergency, natural disaster or threats of violence these procedures will be immediately implemented. In implementing the practice sessions of emergency procedures with children, educators will encourage children to discuss possible scenarios where emergency procedures may be required and support children to come up with solutions and ideas for improving on the procedures or discussing ways to avert emergency situations ("My Time, Our Place" 4.2). Opportunities for older children to access and use the written emergency procedures to orientate new children prior to an emergency drill will be provided by educators on a regular basis prior to carrying out the emergency drill ("My Time, Our Place" 5.1 and 5.2)

PROCEDURE

Evacuation

In the event of an emergency the following evacuation procedures have been developed to effectively remove children from a situation of risk and escorted to a safe assembly point in the most efficient manner possible. The specific steps are based on an initial risk assessment undertaken by a suitably qualified person in conjunction with the Emergency and Evacuation Floor Plan and Instructions. (Copies of the Emergency Evacuation Floor Plan and Instructions are displayed at each exit.) Circumstances under which evacuation will occur are as follows:

- Fire within the building or playground.
- Fire in the surrounding area where the service is in danger (If you are unsure how close the fire is call; Local Fire Station: (02) 6554 6096 or Rural Fire Services on: (02) 9450 3000.
- Flood (call State Emergency Service).
- Terrorist threat.
- Others may include: gas explosion, traffic accident or event which could render the building unsafe.

The educator who first becomes aware of the need to evacuate is to blow three loud whistles. This educator is to move throughout the building continually blowing the whistle to ensure that all children and adults hear it. This person is to also call out 'evacuate' and state the safest meeting point. There are two meetings points depending on where the fire or danger is and where the children are at the time.

Main Entry / Exit Door / Middle room / Bottom gate:

Use any of the exits when possible and safe to do so. If one of the doors is obstructed, use one of the other doors to exit the building. Educators should direct children which exits to use if one is obstructed. The children are to meet outside at either of the designated meeting areas for roll call. If the designated areas are deemed safe by the Nominated Supervisor, day to day person in charge or the approved provider the children will remain seated and the roll will be checked.

Evacuation Meeting Point:



The designated Evacuation Meeting Point 1 is to be used as the primary area when the children need to exit the building or move from a particular part of the playground. Children are to meet at the designated meeting point for roll call and remain there until everyone is accounted for. In the case Area 1 is where the point of concern is then educators will direct children to area 2.

In the event of a severe storm/flood where assembly outdoors is inappropriate the Nominated Supervisor is to nominate a suitable safe location near an exit. In the event of an evacuation as a precaution where it is not an emergency and the building is safe, the children will be assisted to get their bags before evacuating so that they have on hand spare clothing, food etc.

Duties:

- Nominated Supervisor / Day to Day person in charge – Is to call 000 (state assistance required: fire brigade, police, ambulance). The Nominated or Supervisor or day to day person in charge is to direct all children, educators and visitors to a safe location where they can wait for arrival of parents and emergency assistance.
- The Nominated Supervisor or day to day person in charge is to make a final check of the building to ensure everyone has evacuated and that the necessary supplies have been taken. They will check the educators / visitor's book to ensure all are present and accounted for.
- Once assembled in a safe location, the Nominated Supervisor or person in day to day charge is to call the children's parents and stay with the children until collected.
- An educator in charge of the group is to take the iPad with QikKids software and the attendance record and the centre mobile phone to the meeting area.
- Another educator is to check the building thoroughly including rooms, bathrooms, playgrounds, office and under tables or furniture for children.
- An educator is to take visitor sign on sheet, and the emergency evacuation bag to the meeting area. In the case of a fire, an educator will shut all windows and doors, if safe to do so, to reduce the spread of the fire.

Emergency Evacuation Rehearsals:

- Children and educators will practice the emergency procedure at least twice a term, in all types of care, before school, after school and at the beginning of vacation care.
- A log will be kept ensuring that all children participate in the emergency evacuation rehearsal.
- The evacuation is to be timed during rehearsal.
- Notes on any areas that need improving or revising are to be documented in the Emergency Evacuation Rehearsal Record. Educators will discuss and implement strategies to improve these areas.
- In the event of limited Educators i.e. early morning or late afternoon, educators are to work together to perform the duties above (the roster should support one Nominated Supervisor being on premises always to take responsibility and delegating duties).
- Management will seek training opportunities for educators to participate in emergency evacuations. A risk assessment will be conducted by educators and management annually to review and refine emergency procedures.
- Emergency evacuation procedures and floor plans will be clearly displayed in a prominent position near the main entrance and exit of each room used by the service.
- All educators, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the service. Educators will make arrangements as to duties undertaken in the absence of other educators.
- Educators will discuss the emergency procedures with the children and the reasons for practicing the drills prior to each emergency drill being undertaken. Following each drill, children should be reassured and their suggestions and comments welcomed for how the drill might be improved to provide them with a sense of control and understanding of the process.
- Families will be informed of the procedure and assembly points in the parent handbook.



- No child or educator is to collect personal items during an emergency evacuation. This would lead to confusion and delays.
- Fire extinguishers will be installed and maintained in accordance with Australian Standards. Educators will be instructed in their operation.
- Educators 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.

Harassment and threats of violence

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

- Calmly and politely ask them to leave the service or the vicinity of the children.
- Be firm and clear and remember your 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 Director is unable to make the call another educator should be directed to do so. Educators should liaise with team members in advance to determine a code phrase that will alert another team member to a threat situation arising and prompt them to contact police. (Can you collect all the children and take them to play Eagle)
- Educators must endeavour to calmly move the children away from the person and encourage this movement by word of mouth transmission between children to move quickly from the area to another safer environment without causing them alarm.
- No educator should attempt to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible and wait for the police. Educators should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the service.

Lockdown

Planning for an education and care service lockdown: Not all emergency situations will require services to evacuate from the premises. Some situations, such as the threat of a violent person or a police operation in the vicinity, may require the service to go into lockdown.

Examples of potential lockdown situations: When there is a foreseeable threat of harm to educators, children or visitors caused by but not limited to the following:

- Bad weather.
- Toxic/chemical spills.
- Dangerous and/or threatening persons.
- Unwanted/uninvited visitors.
- Violent, intoxicated and/or drug affected persons.
- Dangerous animals.
- Unidentified external disturbance.

Lockdown means that the service locks all doors and windows and where possible removes children, educators and other adults from view. These situations may take time to be resolved and locations should be selected to allow for easy access to kitchen and bathroom facilities. These areas will need to allow for children to engage in small or large group experiences during the lockdown period.

Sample Lockdown Plan

1. Whoever finds or is made aware of the emergency situation blows three loud whistles (continue if needed) and notifies the Nominated Supervisor. If the threat is a person then the code phrase should be used to communicate among educators as to not raise panic or tip off the perpetrator. Two-way radios should be used to raise the alarm and direct children away from the threat.



2. All educators lock external doors and windows and close blinds or curtains where possible. All available educators are to assist with moving children inside the designated assembly point for a lockdown.
3. Where Police did not notify the service of the emergency situation, the Nominated Supervisor on premises calls either:
 - o Landline – 000
 - o Mobile – 112 Stating name, address of the service and the nearest cross street.
4. Delegated first aid person collects the emergency pack, mobile phone, educators sign in book and iPad with QikKids.
5. Attendance is to be taken. If a person is missing, advise the Nominated Supervisor as soon as possible.
6. All educators support and supervise children's wellbeing until the situation is resolved.
7. Delegated first aid person administers first aid if necessary.
8. From the assembly point, the Nominated Supervisor continues to liaise with emergency services and other relevant agencies.
9. Delegated communications person contacts families or emergency contacts to notify them of the emergency situation. If advised, arrange for children's collection.
10. Remain in lockdown until advised of the all clear by emergency services.

When and how to ring an emergency service:

To contact emergency services, dial 000 from landlines or 112 from mobile phones. Be prepared for the information they may ask you by having the following information ready:

- A contact phone number and/or UHF radio channel (remotely located services).
- Your name and the education and care service name.
- Your location – know your street address and the nearest cross road.
- Note any specific landmarks.
- The exact location of the emergency within your service – e.g. in the backyard.
- Best entrance to use.
- A brief description of the emergency.
- The name of the person who will meet the emergency services.

Emergency packs:

Emergency packs should be checked to ensure there are adequate and replenished supplies available should an emergency situation occur. Schedule monthly checks of emergency packs as part of the audit process for your first aid kit. Emergency pack contents guide:

- A fully stocked portable first aid kit.
- A site plan identifying exits from the building, safe spaces to shelter and assembly points.
- Asthma inhalers, auto adrenalin injection devices and / or other emergency medications required by children and educators.
- Bottled water and plastic cups.
- Sunscreen.
- Portable emergency contact sheet (laminated).
- A fully charged, working mobile phone.
- A copy of the evacuation plan and procedure.

RELEVANT DOCUMENTS FOR CONSIDERATION

My Time, Our Place
Work, Health & Safety Act 2011
Providing a child safe environment policy



The Education and Care Services National Regulations
National Quality Standards - My Time, Our Place Framework
Network OSHC Code of Professional Standards
Work, Health and Safety Act (2011)

Version number	Date effective	Description of amendment
3	May 2018	Changes to wording
4	March 2019	No change

Considered and accepted by the Management Committee (representative) – L. Henricks

Considered and accepted by the staff (representative) – Katrina Thomas