

# **Emergency & Evacuation**

## **POLICY STATEMENT:**

We will 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 practised 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 practise 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:**

- 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 practising 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.
- 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.
- All emergency drills will be recorded with date, time and length of time it took to leave building. Additional comments on recommendations for improvements can also be included in the record.
- Drills will be conducted more regularly when there are new children.
- No child or educator is to go to their bags to collect personal items during an emergency evacuation. This would lead to confusion and delays.
- The service will maintain a fire blanket and smoke detectors and have them checked regularly as per the manufacturers instructions.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. 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.
- Educators should be aware of bush fire danger and if relevant have appropriate training on the necessary procedures. **SERVICES IN BUSH FIRE PRONE AREAS MUST HAVE A PLAN.**
- *The Local Fire Authority should be contacted for advice and training on fire safety and this plan included in your procedures.*

**The evacuation plan will include: (see attached plan)**

- Routes on leaving the building suitable for all ages and abilities. These should be clearly mapped out.
- Plan of where the fire extinguishers are located displayed in a public place.
- A safe assembly point away from access of emergency services (Bannockburn Oval)
- An alternative assembly point (main entry gates, Crown Rd side of school) in case the first one becomes unsafe.
- List of items to be collected and by whom.
- List of current emergency numbers.
- Staff duties in the emergency.

**Staff members will be nominated to:**

- Make the announcement to evacuate, identifying where and how.
- Collect classroom key, children's attendance records, mobile phone, emergency medication and parents contact numbers.
- Collect emergency services numbers.
- Collect the first aid kit.
- Check that building, all alternate rooms and playground are empty and that all the doors and windows are closed as securely as possible to reduce the spread of fire.
- Supervise the children at the assembly area and take a roll call of the children, staff and visitors.
- Make the phone call to '000' or another appropriate service. Management Committee and parents as required.

*When the emergency service arrives, the Coordinator will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.*

*No one should re-enter the building until the officer in charge has said it is safe to do so.*

**Lockdown (see attached procedure)**

Centres are required to lockdown when there is a foreseeable threat of harm to staff, 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 procedure will be clearly displayed near the main entrance and exit of each room used by the Centre.

All staff, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the Centre. Staff will make arrangements as to duties undertaken in the absence of other staff.

Children and staff will practice lockdown procedure at least twice a term, in both before school care and after school care.

All drills will be evaluated and documented. Such documentation will be kept for a minimum of 2 years.

**The lockdown plan will include:**

- List of items to be collected and by whom
- List of current emergency numbers
- Staff duties in the emergency

## POOSH Care Inc. Polices and Procedures

- Plan of the area in the Centre least visible from outside.

### Staff members will be nominated to:

- Make the announcement to lockdown, identifying where and how
- Collect classroom key, children's attendance records, mobile phone, emergency medication and parents contact numbers
- Collect emergency services numbers
- Collect the first aid kit
- Ensure all doors are secured, windows locked and blinds pulled shut
- Supervise the children at the nominated lockdown area and take a roll call of the children, staff and visitors
- Make the phone call to '000' or another appropriate service. Management Committee and parents as required.

### 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 Coordinator is unable to make the call another educator should be directed to do so. Educators should liase 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.
- Where possible, educators must endeavour to calmly move the children away from the person and this may be achieved quickly with the use of another code phrase that will encourage word of mouth transmission between children to move quickly from the area to another safer environment without causing them alarm ( as an example, the reminder to a child that ice cream is being served today at a specified location for all children).
- 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.

### CONSIDERATIONS:

| Education and Care Services National Regulations | National Quality Standard | Other Service policies/documentation   | Other  |
|--|---------------------------|--|--|
|  |                           | <ul style="list-style-type: none"><li>- Parent Handbook</li><li>- Staff Handbook</li><li>- Providing a Child Safe Environment Policy</li><li>- Excursion Policy</li><li>- Authorisations and Refusals Policy</li></ul> | <ul style="list-style-type: none"><li>- My Time, Our Place Framework</li><li>- Network <i>OSHC Code of Professional Standards</i>.</li><li>- Work, Health and Safety Act (2011).</li></ul> |

### ENDORSEMENT BY THE SERVICE:

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| Endorsed: 17 <sup>th</sup> Sept 2018 | Review Date: 18 <sup>th</sup> Dec2019 |
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