

EMERGENCY & EVACUATION

POLICY STATEMENT

Our service will provide an environment that ensures the safety and wellbeing of children at all times. All children and educators will be aware of, and practice emergency and evacuation procedures. In the event of an emergency or natural disaster, these procedures will be immediately implemented. In implementing drills of emergency procedures with children, educators will include children in discussions about emergency procedures and ways to avert emergency situations.

Our evacuation procedures effectively remove children from a situation of risk, enabling them to be escorted to a safe assembly point in the most efficient manner possible.

CONSIDERATIONS

Education and Care Services National Regulations	85, 86, 87, 89, 97, 98, 99, 100, 175, 176
National Quality Standard	1.1, QA2, 3.1, 7.1
Other Service policies/documentation	<ul style="list-style-type: none"> • Family Handbook • Educator Handbook/Manual • Emergency & Evacuation folder • Emergency Evacuation Rehearsal record • Maintenance & Repairs folder • Providing a Child Safe Environment polices • Excursions policy • Acceptance & Refusal of Authorisations policy • Delivery and Collection of Children policy • Administration of First Aid policy • Risk Assessment policy
Other	<ul style="list-style-type: none"> • My Time, Our Place • Work, Health and Safety Act (2011)

PROCEDURES

a) Management/educators will:

- Conduct a risk assessment management plan annually to review, refine emergency procedures and assess potential emergencies relevant to the service in accordance with National Regulations.
- Create and review emergency procedures and policies that will include a plan for fire evacuation and lock down. Note: Emergency evacuation procedures and floor plans will be clearly displayed in a prominent position near the main entrance and exit of the main home-based of the service and portable bag for rooms used within school grounds by the service.
- All educators, including relief educations will be informed of the procedures and any specific duties identified for them 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.
- Children and educators will practice the emergency procedures every 3 months in accordance with National Regulations, in all types of care, including of before school, after school and vacation care.
- All emergency drills will be recorded with a date, time and length of time it took to congregate at the assembly point. Additional comments on recommendations for improvements can also be included in the record.
- Drills will be conducted more regularly when there are new children such as at the beginning of a new year and during vacation care.
- Inform families of the procedures and assembly points in the Family Handbook.
- Risk assessments developed and kept in the service's office in relation to emergencies and critical incidents. These will be reviewed annually and signed off by educators.
- Any serious incidents will be reported to the Regulatory Authority within 24 hours or as soon as possible.
- Ensure no child or educator is to go to their bags to collect personal items during an emergency evacuation.
- Educator on the boundary line will be required to conduct a 'sweep' to ensure that no children are left in the bathroom, classrooms, under the cola and outside play places.
- Educator on sign out will take the evacuation bag from the service to bring to the evacuation assemble area.
- Educators on assigned duty position and year group will call that class roll.

b) The emergency & evacuation folder and bags will include:

- Routes of leaving the school grounds that are suitable for all ages and abilities.
- Plan of where the fire extinguishers are located and displayed in a public place.
- A safe assembly point away from access of emergency services.
- Alternative assembly areas in case the first one becomes unsafe.
- A list of current emergency service numbers and family emergency numbers.
- Educators' duties in the emergency
- A mobile phone, an ipad for the digital roll call

c) In the event of an evacuation:

- Make the announcement to evacuate through 3 whistles and walkie talkie communication, identifying where and how

- Educators must stop what they're doing and instruct children to line up next to them with a partner. Insist upon no talking, to allow listening for instructions
- Collect emergency & evacuation backpack, ipad and mobile phone
- Exit via the nearest possible exit
- Make the 000 call
- Conduct the final sweep and ensure that every area; playground, bathrooms, classroom, all play spaces and service is empty.
- Assemble in the main assemble point, paddock (northern fence) in a line facing Moverly Road. If main assemble point in unsafe, use other emergency assemble points listed in folder
- Supervise the children at the assembly point, and take the roll. Educator should be aware of any visitors
- Report to Supervisors all children accounted for or child/ren missing
- Keep students calm and quiet
- When the emergency service arrives, the Responsible Person 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
- Notify families.

d) In the event of lockdown:

- If an educator who identifies a risk that requires lockdown procedures, they will use the "code word", if a sentence if possible, on the walkie talkies or inform another educator or reasonable informed child. All the children will know that this is the code word for lockdown
- Educators must gather all children in outside play areas and calmly and discreetly move them inside the service
- Educators to close, lock and cover all windows and doors in the service. Educators will pull down blinds and collect the roll and first aid bag from the service
- Educators must insist upon no talking to allow for listening to instructions
- When the 'all clear' is given, an evacuation procedure will occur for the purpose of debriefing
- If lockdown occurs during outdoor activities, children and educators must go to the hall
- When the emergency service arrives, the Responsible Person will inform the officer in charge of the nature and location of the emergency and if there is anyone missing
- Everyone to remain where they are until the officer in charge has said it is safe to do so.

e) Excursion emergency procedures:

- Educators and children are to follow the procedures set by each excursion provider/location.
- Risk assessments will be completed before the excursion and any specific emergency procedures will be attached.
- In the event of an emergency, if the Nominated Supervisor is not present, they need to be notified as soon as practicable.
- Family emergency contacts will be used to contact families in the event they are needed.
- For outdoor locations such as park, educators are to set meeting points in the event of any emergency.

f) Harassment and threat of violence:

- If a person/s known or unknown to the service harasses or threatens a child 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 remember that your primary role is ensuring the safety of children.
 - 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 Responsible Person is unable to make the call, another educator should be directed to do so.
 - Educators should liaise with each other in advance to determine if the lock down procedures will take place
 - Educators should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible.
 - No educator should attempt to physically remove the unwelcome person, but try to remain calm and keep the person as far as possible and wait for police.

g) Emergency procedures during school hours:

- The school emergency evacuation and lockdown procedures are to be followed. All educators on premises must evacuate or lockdown with the school.
- If the emergency bell is alarmed during transition times between OOSH and school, educators and children are to commence the school procedures and evacuate, or lockdown in the nearest indoor space regardless of whether it is an OOSH room or classroom, or with OOSH or non-OOSH children.

h) Fire safety:

- Fire extinguishers are installed and maintained by the school. The service has 1 fire extinguisher that is checked by the school and recorded in the Maintenance and Repairs folder.

- Fire blankets, smoke detector are installed and maintained by the school. The service has 2 fire blankets kept in the kitchen and 1 smoke detector that is checked by the school and recorded in the Maintenance and Repairs folder.
- 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. This will only occur once all the children have been evacuated from the area.
- Educators will undergo regular fire safety training conducted by a reputable training agency.
- Local fire authorities should be contacted for advice and training on fire safety and their plans included in procedures.