Emergency and Evacuation Procedures - Policy

Rationale:

To provide an environment that always ensures the safety and wellbeing of the children, and to ensure that in an emergency effective emergency evacuation procedures are implemented.

Definitions:

Lock Down: Procedures to ensure that all children and staff are safely secured inside the building.

Educator: Any person who works directly with children and is included in the 'educator-to-child' ratio

Staff: Adults who are not included in the educator to child ratios and/or perform another primary function in the education and care service.

RPIC: Refers to the appointed Responsible Person in Charge who will be required to make decisions and delegate roles to other educators & staff

ECECD: Early Childhood Education and Care Directorate (Regulatory Authority) 1800 619 113

NQA IT Syst: National Quality Agenda IT System – reporting portal for the ECECD https://portal.nqaits.gov.au/Account/Login/

All children, educators and staff will be aware of, and practised in, emergency, evacuation & lockdown procedures. In the event of an emergency, natural disaster or threats of violence as identified in Centre Emergency Procedures Risk Assessments, these procedures will be immediately undertaken.

The priority of the educator / staff member is to follow procedure for the specific situation and if necessary, evacuate all people in the building by the safest exit in an orderly manner. On occasion such as a harassment or threat of violence to the Centre, Storms or Bush fire; it may be necessary to implement Lock Down procedures. In this situation the priority is to ensure the safety of all persons on premises, and to maintain a calm and orderly environment.

Evacuation & Lockdown drills will be performed with the children once every 3 months and recorded on the WH&S Checklist. Moving to the secondary location is to be practised once a year in OOSH and once a year on Vacation Care.

Floor Plans of both the Upstairs & Downstairs of the Building detailing the appropriate evacuation route will be displayed near the exit in every room and filed digitally with the Emergency Procedures Policy.

Children are to be moved to safe area in an orderly and calm manner. Educators and staff will talk quietly and firmly to reassure children.

No child, educator or staff member is to collect bags or personal items during an emergency evacuation.

All new educators & staff will be orientated, and understand their role in an emergency, ensuring that they fully understand:

- Where Emergency exits, and alternatives are.
- Routes to primary and secondary assembly areas
- Location of fire extinguishers, fire blankets and whistles for alarm.
- Staff Sign In & Out Sheets

Communication:

- At all times HNS OOSH & Vacation Care Educators will follow the instruction of the Emergency Services in relation to contacting families.
- As soon as it is reasonably possible educators will use whatever means they have i.e.: email or Xplor notifications, mobile phone contact or if necessary, as directed media announcement to advise families of the current situation and arrangements for collection of children.
- RPIC will contact the Hastings Neighbourhood Services (Approved Provider) 02 6583 8044 for assistance with communication and media coverage – a script will be developed for use in the first instance to ensure everyone is provided with the correct and necessary information. Further assistance for managing any media coverage can be accessed from the Network of Community Activities* https://www.networkofcommunityactivities.org.au
- The RPIC/Coordinator will report to ECECD as soon as possible preferably by phone and then following up with a full report through the NQA IT System. The Coordinator / Nominated Supervisor will ensure the Approved Provider is fully informed of the events.

In the event of any emergency occurring at the Centre that required the implementation of Evacuation or Lock Down procedures all educators and staff will be debriefed and given the opportunity for counselling or support if required. Support and counselling would be available for children and families as required.

National Education and Care Regulations	
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record

162	Health information to be kept in enrolment record
168 -2: b - 2: e	Education and care service must have policies and procedures incident, injury, trauma and illness procedures complying with regulation 85. emergency and evacuation, including the matters set out in regulation 97
177	Prescribed enrolment and other documents to be kept by approved provider

National Quality Standard (NQS)		
Quality Area 2: Children's Health and Safety		
2.2	**Safety**	Each child is protected
2.2.2	**Incident and emergency management**	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Quality Area 2 under the NQF has several elements that focus on children's health and safety in relation to preventing and responding to incidents.

- **Element 2.1.2:** Effective illness and injury management and hygiene practices are promoted and implemented.
- **Element 2.2.2:** Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
- **Element 2.2.3:** Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Related Centre Policies & Procedures

- Incident, Injury, Trauma & Illness Observation & Documentation Policy

Related Centre Forms

- Evacuation Register
- Centre Floor Plans
- Emergency Procedures Risk Assessment

References:

- Network of Community Activities – Policies in Practice

Emergency Evacuation Procedure

Before & After School and Vacation Care

The following procedure is to be followed in the event of an emergency evacuation.

1. *The person discovering the emergency situation shall raise the alarm (using the whistle placed above the fire extinguishers) without panicking the children, moving around all areas of the house to ensure that everyone hears the whistle including children and staff upstairs. Upstairs educator will then commence using their whistle to notify children upstairs*

2. *The Responsible Person-in-charge will notify the Fire Brigade or necessary Emergency Service on 000 giving the name and address of the Centre and the nearest cross street.*

3. *RPIC will have delegated an educator will collect the Sign in and Out Tablet, and Gate Key, Mobile Phones and First Aid Kit, and any child Medications then move to the assembly area 1(grassed area in front of gate.) with the children.*

4. *The Responsible Person-in-charge will check all areas downstairs for children or educators and endeavour to close the windows and doors to contain the fire, without placing themselves at risk*

5. *The Upstairs educators will check all areas for children and staff and endeavour to close the windows and doors to contain the fire, without placing themselves at risk. The upstairs educator is responsible for collecting the Staff Sign In and Out Folder.*

6. *If possible, without placing themselves at risk. The Responsible Person-in-charge will go upstairs once the downstairs area is secured and ensure everyone has been evacuated and the area is secured. If not possible the Responsible Person-in-charge will immediately seek out the upstairs educators and confirm that everyone has been evacuated.*

7. *Other educators will organise a quiet and orderly evacuation of all children by the nearest safe exit to the primary assembly point on the grassed area at the front of the house outside the fence. Best practise, but without putting anyone at risk, is to have 2 educators present when children are moving to the grass area. If necessary, the secondary assembly point is the St Agnes Oval – you will need the key to unlock.*

8. *The delegated educators and other staff will then check off the names of the evacuated children from the Xplor records and ensure that all children, educators and staff are present. All educators & staff will assist children to be organised into Groups*

Before and After School Care. In Vacation Care into their age groups 5-8's and 9+.

9. *Once at the secondary assembly point (St Agnes School oval) names will be marked off again to ensure all children, educators and staff are present. A mobile phone will be used to create a hotspot and the Xplor HUB connected. Children will then be organised into group games and activities*

10. *The Responsible Person-in-charge shall meet the Fire Brigade Captain or Emergency Service personnel and inform him / her of any missing children, educators or staff, the location of the fire and any relevant information.*

11. ***NO ONE SHALL RE-ENTER THE BUILDING UNTIL ADVISED BY THE FIRE BRIGADE CAPTAIN / SENIOR FIRE BRIGADE OFFICER OR PROPER AUTHORITY.***

12. ***Parents or Emergency contacts will be contacted using the mobile phones and when collecting will be directed to sign out using the HUB.***

13. *Complete all communication and reporting as detailed previously in the policy.*

14. *In the event of Boronia Street being blocked off parents will be advised when contacted to collect, to go to the St Joseph's Preschool Carpark and enter the St Agnes school oval via the pedestrian gate, which an OOSH Educator will have unlocked.*

15. *The Approved Provider and Nominated Supervisor are responsible for contacting the property owners to inform of the incident and liaising with the Fire Authorities to determine the safe re occupation of the centre.*

    If the centre is not safe to reoccupy for the next scheduled care session or for the foreseeable future whilst repairs are carried out, the Approved Provider and Nominated Supervisor are responsible for organising a contingency venue for ongoing care and both informing plus gaining permissions from parents to relocate their children to an alternative care facility. This must also be reported to ECECD for the appropriate site inspection and approvals to be carried out.

Emergency Lock Down Procedure

Before & After School and Vacation Care

In the event of an educator becoming aware of or advised of a potential threat to the centre that requires the Centre to lock down for safety, the following procedures will be implemented.

1. *Treat all threats as real. Follow the instructions of emergency services at all times, maintain a calm and orderly environment, and have a mobile phone line open at all times to keep in contact with Police or emergency services.*

2. *The educator will commence moving the children inside from the outdoor play spaces in a quiet and calm manner, advising them to move quickly and quietly, - into the downstairs play spaces. Make contact with the nearest staff member and advise them to notify the Responsible Person-in-charge and ensure that the police and emergency services have been contacted (if there is no other educator in the area - send a reliable child to advise.) NB - there will be no alarm or siren to sound for lockdown. This process is to be communicated quietly amongst educators to not cause panic or concern. Move the children via the most direct way indoors avoiding the area where the situation is occurring.*

3. *Once the Responsible Person-in-charge has been advised, they will co-ordinate the process, allocating tasks to educators as appropriate; contacting police & emergency services (using the landline and advising emergency service of an additional mobile phone contact for the service). In the first instance containing all children in the downstairs play space.*

4. *Upstairs educators will move all children downstairs and collect the Staff Sign In/Out register ready for Roll Call during ASC & Vacation Care. In BSC everyone will remain upstairs*

5. *When all children and educators are inside the downstairs area and doors and windows have been closed and locked, children will need to be seated for roll call. It is essential when completing the roll call that 2 staff coordinate the task - 1 calling the name and the other sighting the child. When all children are accounted for, the Responsible Person-in-charge will organise placement of children and educators moving some upstairs if possible. Remain in contact via walkie talkies and/or centre mobiles and await further instructions from police or emergency services. If possible, move the children into activities to keep them entertained, or if required, move them to the safest part of the centre away from potential danger. During the roll call the Responsible Person-in-charge will assess the safety implications of moving outside to lock the front black gate.*

In the event of a severe weather event or bushfire threat that requires the Centre to lock down for safety the Responsible Person-in-charge will advise educators to commence the lock down procedures as above - if necessary, contact the emergency services.

5. *In all lock down situations, always reassure the children (even during drills tell them it's a practice,) give them appropriate information e.g., "We all need to move inside quickly and quietly now because of the thunder and lightning, or because the police or fire brigade have asked us to."*

6. *In the event that a lock down occurs after notification from police or emergency services prior to the children arriving at the Centre from school, Educators will where possible contact schools to advise them of the situation and that there will be no pick up from school - if possible email through the attendance sheet for the day so that the school can contact families to collect their children from the school. Advise police and emergency services and seek their assistance to notify schools and families.*

7. *If educators are out on the bus runs, contact the buses and advise them to continue the bus run and to redirect the buses to either the Hastings Neighbourhood Centre or the Port Macquarie Police Station (contact phone numbers are displayed on the Emergency Phone Numbers list at each phone and stored in Centre mobile phones). Families will be directed to the appropriate location by police or emergency services to collect their children. At all times follow the directions and instructions of the police and emergency services and give them as much information as you can.*

8. *To implement Lock Down procedures all children and staff must remain inside the buildings of the OOSH house. Doors and gateways are to remain shut, and where possible locked. –* ***For Drills*** *doors must be locked, if possible, stick sign on the outside of door to let parents know what is happening*

9. *At all times follow instructions of police and/or emergency services. If instructed to keep children and staff away from windows, move to the middle of the room and stay on the ground.*

10. *Complete all communication and reporting as detailed previously in the policy.*

Emergency Procedures

Before & After School and Vacation Care

The following special considerations need to be undertaken in situations that have been identified as potential emergencies that are relevant to the service See Emergency Procedures Risk Assessments for more information: -

Fire

Should main exits be blocked by fire, smash a window from the inside and pass the children outside (if possible). Wrap the child(ren) in blanket(s) before passing any flames

Alert other educators. Use the Fire Extinguisher if the fire is small and presents no danger to the operator.

If the fire is upstairs and impeding evacuation move all children and educators as far away from the fire into the back offices. Close doors and wait for Emergency Services, follow their instructions to evacuate.

Bush Fire

The Primary Action to follow under normal bush fire conditions is to :

1. NS to monitor state approved warning sites and decide on early action to evacuate and close. If this is not possible

2. SHELTER in place

Commence Lockdown procedures

Ensure all children are accounted for and ready to evacuate if necessary

Maintain contact with Emergency Services and follow their instructions to evacuate the children.

Place wet towels under external doorways and on windowsills to prevent smoke build up in the building.

Ensure there is plenty of water available for children to drink as the rising heat will dehydrate them.

Bomb/Chemical Threat

Treat all threats as genuine. Commence Emergency procedures immediately.

Leave Doors open

Do not hang up the phone, try to keep caller talking, listen for accent, difference in speech, recognisable voice, background noise etc.

If threat is received by mail, avoid handling the letter or envelope. Place letter in a clear bag or sleeve.

If the threat is received electronically do not delete the message

Notify emergency on 000

Emergency Procedures cont.

Before & After School and Vacation Care

Follow Police or Officer in Charge instructions

Suspicious Object

Don't touch it. Commence Emergency procedures. Open windows and doors if necessary

Notify emergency on 000

Follow Police or Officer in Charge instructions

Extreme Weather Conditions

Commence Lockdown procedures

Children and educators will remain indoors, playing away from windows and doors.

Close any window coverings if lightning & thunder are frightening.

Reassure children verbally, physically, quietly and confidently.

Harassment & Threats of Violence

If a person known or unknown to the service harasses or makes threats to children or staff at the centre

Commence Lockdown procedures

Or while on an excursion:

Calmly and politely ask them to leave the centre 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 necessary, call the police, or alert another staff member of the need to do this.

Where possible educators will calmly move the children away from the person.

No educator is to try to physically remove the unwelcome person.

If an educator should become aware of any unfamiliar person on the premises, they should find out what they want as quickly as possible. Try to contain them outside the Centre.

Potentially Hazardous Animals

If there is an animal that poses a significant threat Educators will follow lockdown procedures, ensuring all children are safe.

If there are any injuries the injured person should be moved, if possible, away from the hazard and an Educator shall begin appropriate First Aid treatment and notify the RPIC before filling out an incident report.

Children and educators will remain playing indoors.

Close any window coverings if external risk is frightening to children, and if a person is being treated try to do this in a more private area for both the injured person and to prevent other children being worried about the situation.

Reassure children verbally, physically, quietly and confidently.

If needed call FAWNA (02 6581 4141) or Reptile Solutions (0450430480) to remove the hazardous animal.

All children will remain in lockdown until the hazardous animal has either left or been removed.

If the animal does not create a significant threat, children will be required to keep a space at least 1m away from the animal at all times to protect both the children and animal, teaching children to protect the wildlife.

Children will be taught not to feed the animal.

If necessary, the animal may need to be moved from the area, or have children play in a different area.

If needed call FAWNA (02 6581 4141) or Reptile Solutions (0450430480) to remove the hazardous animal.