

D-8 Emergency Procedures

National Quality Standards (NQS)

2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Education and Care Services National Regulations

Reg. 12	Meaning of serious incident
Reg. 89	First aid kits
Reg. 97	Emergency and evacuation procedures
Reg. 98	Telephone or other communication equipment
Reg. 168	Education and care service must have policies and procedures
Reg. 175	Prescribed information to be notified to Regulatory Authority
Reg. 176	Time to notify certain information to Regulatory Authority

Policy Statement

We will provide an environment that is always focused on the safety and wellbeing of children, staff and visitors. All children, staff and visitors will be made aware of our practices and our emergency and evacuation procedures. These procedures will be immediately undertaken in the event of an emergency, natural disaster or threats or acts of violence.

Related Policies

- Building Equipment Repairs and Maintenance Policy
- Dealing with Medical Conditions Policy
- Excursions Policy
- Facility Management and Security Policy
- Indoor and Outdoor Environment Policy
- Maintenance of Records Policy
- Management of Incident, Injury and Trauma Policy
- Relief Staff Policy
- Staff Orientation and Induction Policy
- Supervision Policy
- Volunteers / Students / Visitors Policy
- Work Health and Safety Policy

Procedure

Emergency evacuation procedures will be clearly displayed near the main entrance and exit of each room/area used by the Centre.

All staff, including relief staff and visitors, will be informed of the procedure and duties that they will undertake depending on where they are supervising at the time of an emergency or evacuation. Parents will be informed of the procedure and assembly point in the Parent Handbook.

Children, staff and any visitors present will practice the emergency procedure at least once per term or three-month period. The practice will take place in all three types of care we provide at the Centre; Before Care, After Care and Vacation Care. Parents will be made aware of any practice sessions of emergency procedures to refresh and update their knowledge of these procedures.

All Emergency Drills will be recorded with date, time, the length of time it took to evacuate the building or move to a safe area in the event of a lockdown, and finally, the total time taken to complete the drill. Additional comments and recommendations for improvements will also be included in this record.

Fire Extinguishers will be installed and maintained in accordance with Australian Standard 2444. Staff will be instructed in the operation of fire suppression equipment. The Centre will install and maintain a fire blanket and smoke detectors.

Staff will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety, all children have been evacuated from the immediate area, they feel confident to operate the extinguisher and have been trained in the operation of fire suppression equipment.

The NSW Fire Brigade Child Safety Unit should be contacted for advice and training on fire safety.

The Evacuation Plan will include:

- Routes of leaving a building to be suitable for all ages and abilities. These should be clearly mapped out and displayed in prominent locations.
- Plan of where the fire extinguishers and fire blankets are located, displayed in the Centre.
- A safe assembly point located away from access of emergency services.
- An alternate assembly area in case of the first one being unsafe.
- List of items to be collected and by whom; items including Emergency Back-Pack, Epi-Pens and Parent Contact List

Staff Members will be nominated to:

- Make the announcement to evacuate/lockdown.
- Collect children's, staff and visitor's attendance records, and the Emergency Back-Pack
- Make a call to 000 or other appropriate service, Management and parents as required.
- Check that all buildings, toilets, and playground areas being used that session are empty and that all doors and windows have been closed to reduce the spread of fire.
- Supervise the children at the assembly area, take a headcount then roll call of all children, staff, and visitors.

Upon the arrival of emergency services, the Responsible Person will inform the officer in charge of the nature and location of the emergency and if anyone is missing or unaccounted for. No-one is to re-enter any building or area until the officer in charge has advised it is safe to do so.

Harassment/threats of violence

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

- Staff should be aware of any unfamiliar person on the premises and find out why they are there as quickly as possible and try to keep them outside the Centre. Calmly and politely ask them to leave the Centre or the vicinity of the children.
- Be firm and clear, remember that 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. Where possible, staff will calmly move the children away from the person.
- If they still do not leave or follow directions, call the Police.
- If the Responsible Person on shift is unable to make this call another staff should be directed to do so.
- No staff member is to try to physically remove the unwelcome person. All staff are asked to try and keep calm while trying to keep the unwelcome person calm and at the service until the police arrive.
- If necessary, staff will initiate a Lockdown.

Evacuation Procedure

- Staff member who initially becomes aware of an emergency is to blow the emergency whistle three times with long, loud blows (whistles are located with copies of these steps inside both doors at the Centre and in all first aid kits)
- The staff that blows the whistle should then communicate that an evacuation is now underway. Staff should advise all areas via their mobile phones.
- Children and staff are to stop what they are doing and evacuate their areas. Staff need to ensure that a staff member goes with the children and safely guides them to the designated assembly area.
- A Staff member needs to be the last person to leave an area ensuring that all children, other staff and visitors have evacuated the area. The staff members will ensure any doors and windows are closed to reduce the likelihood of a fire spreading.
- A staff member from each area with an emergency backpack in it (the hall, Centre and library) needs to ensure they bring it with them to the evacuation area before leaving their area, if possible.
- Two staff members, if possible, are to check that there are no children in the bathrooms once requested to do so by the Responsible Person on shift.
- Once at the assembly area, a head count will be conducted, and a roll taken. The Responsible Person on shift will call 000 and parents/carers if required.

DO NOT:

- Collect personal belongings.
- Allow children to return to buildings to retrieve any item.
- Send children on any errands or searches.
- Attempt to move motor vehicles from school grounds.
- Attempt to fight fires or instruct children to do so.
- Touch, lift or tamper with any suspect device, parcel or object.

Lock Down Procedure

- Staff member who initially becomes aware of the need for a Lockdown to take place is to blow the emergency whistle five times with short, sharp blows (whistles are located with copies of these steps inside both doors at the Centre and all first aid kits).
- A Staff member will message to all staff via mobile phone to bring the children in their supervision to the nearest safe inside area (Hall, Centre, Classroom or Library).
- An outside staff member needs to check the bathrooms for any children.
- All children are to sit down on the floor and wait quietly for a head count and roll call.
- A staff member needs to pull down all the blinds and make sure all windows and doors are locked in their building.
- The Responsible Person on shift is required to contact relevant authorities.
- No child or staff are to leave any inside area until directed by the Responsible Person on shift or emergency services personnel.

DO NOT:

- Collect personal belongings.
- Allow children to return to any building to retrieve any item.
- Send children on any errands or searches.
- Attempt to move motor vehicles from school grounds.
- Attempt to fight fires or instruct children to do so.
- Touch, lift, or tamper with any suspect device, parcel, or object.
- Let any unknown people into the Centre.

In the event of an evacuation or lock down, the Regulatory Authority needs to be notified within 24 hours. In the event the Centre must close for any session, the Regulatory Authority needs to be notified within 24 hours.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard – Australian Children’s Education and Care Quality Authority
- Network’s ‘Fire Safety Guidelines’
- Standards Australia
- West Ryde Public School Emergency Evacuation Procedures Policy
- Work Health and Safety Act 2011

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Version Control			
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v.2.202105	- Minor wording changes	Staff	
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