

# Emergency & Evacuation

## **POLICY STATEMENT:**

**SHARE** 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)

Emergency, in relation to an education and care service means an incident, situation or even where there is an imminent or severe risk to the health, safety or welfare of a person at the education and care service.

## **PROCEDURE:**

- A risk assessment will be conducted by Educators and management annually to review and refine emergency procedures and to assess potential emergencies relevant to the services in accordance with National Regulations
- All Educators are to attend training in the use of evacuation, lockdown, and use of fire equipment on a regular basis.
- 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 procedures every 3 months in all types of care, before school, after school and at the beginning of vacation care in accordance with National Regulations.
- 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 such as at the beginning of a new year and during vacation care.
- Families will be informed of the procedure and assembly points in the parent handbook. Parents and caregivers will not be able to sign out their child from the service until the child has been assessed by the emergency services. In the case of practice drills parents will be able to sign out their children when the practice is complete.
- Parents arriving at the service when there is an emergency, evacuation or lockdown taking place are to follow the instructions of an Educator or Emergency personal.
- Educators are not to allow a child to be signed out by Parents and caregivers until the child has been assessed by the emergency services.

- 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 manufacturer's instructions. All fire equipment is checked by Inner west Council and a record of the date this is done is in the maintenance book in office.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation. All fire equipment is checked by Inner west Council and a record of the date this is done is in the maintenance book in office.
- 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. As our service is located in an inner west suburb the threat of bush fire is minimal.
- *The Local Fire Authority should be contacted for advice and training on fire safety and this plan included in your procedures.*

*Example Plan - The evacuation plan will include:*

- ✓ *Routes of 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.*
- ✓ *An alternative assembly area in case the first one becomes unsafe.*
- ✓ *List of items to be collected and by whom.*
- ✓ *List of current emergency numbers.*
- ✓ *Educator's duties in the emergency.*

*Educators will be nominated to:*

- ✓ *Make the announcement to evacuate, identifying where and how.*
- ✓ *Collect children's attendance records and families contact numbers.*
- ✓ *Collect emergency services numbers.*
- ✓ *Make the phone call to 000 or other appropriate service, management and families as required.*
- ✓ *Collect the first aid kit.*
- ✓ *Check that the building and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire.*
- ✓ *Supervise the children at the assembly area, and take a roll call of children and Educators. Educators should be aware of any visitors.*

*When the emergency service arrives, the Coordinator/Nominated Supervisor/Responsible person on duty/ Nominated Supervisor/Responsible Person on Duty 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.*

## **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/Nominated Supervisor/Responsible person on duty 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.
- Where possible, Educators must endeavour to calmly move the children away from the person.
- 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:

- If lockdown needs to be called, educator's and children will remain in the building they are in, if safe to do so, or move to the closest usable building directed by the educators.
- All children in the outside area will move quietly and quickly into the building.
- An Educator will do a quick scan of the outside area before entering the building.
- All equipment will be left outside as the safety, welfare and well-being of all persons is paramount.
- Educator's will lock doors and lower shutters and move children away from the windows and visible points of the building.
- Children will be asked to sit on the floor.
- Educator's will reassure the children and encourage them to remain quiet.
- Educator's will not allow anyone in the building unless they are from an emergency service, id should be sought, email of proof is possible.
- All lockdown areas will remain locked until the responsible person or any emergency services required to attend have deemed it safe to leave the building.
- A roll call is initiated to make sure all children are accounted for.
- If emergency services attend then they should be notified that a person is unaccounted for.
- Families can be rung to check if they had taken their child and not signed them out. This should be done under the advice of any emergency service present.
- Lockdowns may be called for adverse weather if the responsible person deems necessary

## CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
S167, 170, 171, 174  R85, 86, 87, 89, 97, 98, 99, 100, 175, 176	Standard 2.1, 2.2  Elements 2.1.2, 2.2.1, 2.2.2	<ul style="list-style-type: none"> <li>• Providing a Child Safe Environment Policy</li> <li>• Excursion Policy</li> <li>• Authorisations and Refusals Policy</li> <li>• Delivery and Collection of Children Policy</li> <li>• Administration of First Aid Policy</li> <li>• Risk Assessment Policy</li> </ul>	<ul style="list-style-type: none"> <li>• My Time, Our Place Framework</li> <li>• Work, Health and Safety Act (2011).</li> <li>• Parent Handbook</li> <li>• Staff Handbook</li> <li>• Emergency Evacuation Plans</li> <li>• Record of drills</li> <li>• Report of serious incidents to ACECQA</li> </ul>

Education and Care Services National Regulations	National Quality Standard	Other Service policies/ documentation	Other
S	2.3	<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:**

Approval date: Date for Review: