

Emergency and Evacuation.

POLICY STATEMENT.

The service will provide an environment that provides for 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 practice 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)

CONSIDERATIONS.

- National regulation 97; *Emergency and evacuation procedures*
- National Standard 2; 2.3.3. (*“ Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented”.*)
- **PROCEDURE.**
- A risk assessment will be conducted by Educators and Management annually to review and refine emergency procedures
- Emergency evacuation procedures and floor plan 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 centre. Educators will make arrangements as to duties undertaken in the absence of other staff.
- Children and Educators will practice the emergency procedure at least once a term, in both types of care, before school and after school.
- 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.
- Families will be informed of the procedure and assembly points in the Family Handbook and/or at the Enrolment Interview.
- 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 centre will maintain a fire blanket and smoke detectors and have them checked regularly as per the manufacturers instructions.
- Fire extinguisher is 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.
- In the event of a fire that is extinguished by staff of the service using a fire extinguisher, it is necessary to inform the Fire Brigade on 000 that we have extinguished a fire.

STANDARD EVACUATION PROCEDURE

- The Nominated/Certified Supervisor to raise the alarm
Blow hooter/whistle 3 times- followed by a short pause, then repeat
Take the attendance roll, centre mobile phone and First Aid Kit.
- Instruct another staff member to take the Asthma kit and Fire Safety Bag.
- Check all windows are closed before closing the door to the service building, one staff member to check toilets
- Nominated/Certified Supervisor will call 000 and report the address of our service, number of children and staff and wait for further direction.
- All children will be taken inside the Assembly Hall on the quickest route possible. Close doors.
- Nominated/Certified Supervisor will do a roll call to ensure all children and educators are present.
- In the event of a missing child, one staff member will search if it is safe to do so
- Act upon advice provided by the Emergency Services
- If unable to re-enter centre, on advice of Emergency Services, contact families to arrange collection of children.
- Families and/or their Emergency contacts will only be able to take their own children/children they have been authorised to collect
- Nominated/Certified Supervisor to ensure completion of a written evaluation of incident

See Bushfire Emergency for further information

Lock Down Procedure

If the need arises, a staff member will inform other staff using walkie talkie about Lockdown using the words "Code Red"

Staff to advise children to move inside Activity Centre Building immediately

One staff to check toilets for children while moving inside

Close and lock all doors and windows

Children and staff to sit down on floor

- Nominated/Certified Supervisor to carry out roll call to ensure all children and staff are present

If necessary call 000 and direct them to site:

Grays Point Public School, Angle Rd, Grays Point, nearest cross street Warren Ave

Lock down to be called for:

- Intruder
- Severe Storm
- Nuclear Radiation Fallout

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- Dangerous Animals; especially snakes – brown snakes and red belly black snakes are the most common
- Child, parent or visitor who is out of control
- Hostage situation

Lock down in GPPS assembly hall to be called for:

- Bushfire front approaching
- Ember attack
- Activity Centre building fire

Nuclear radiation fallout

- if the service is warned of nuclear radiation fallout move all personnel inside the Facility;
- close external doors and windows;
- Close all external doors and windows. Turn off all fans, air-conditioning and all cooking equipment. Seal all door gaps with towels or other suitable material.
- Remain in the Facility until you receive information from the Police, or from radio or television. DO NOT evacuate the Facility unless you are requested to do so by Emergency Services; and
- Information shall be broadcast by radio on 2SSR FM (99.7 on the FM band).
- Contact the President to inform them of the incident
- Nominated/Certified Supervisor to contact Emergency Services and keep management informed
- Nominated / Certified Supervisor to ensure the completion of a written evaluation of the incident

Bush Fire Emergency Procedures

Staff to be aware of current bushfire warnings for area.

Centre Nominated/Certified Supervisor to ring/inform the members of the Management Committee if we are informed of an Extreme or Catastrophic Fire Rating.

Nominated/Certified Supervisor to remain in regular contact with RFS and management .

If it is advised that the rating is Extreme or Catastrophic then all procedures as per below are to be followed.

In the event of an **Extreme Fire Danger Rating**:

- In the event of an **Extreme Fire Rating** forecast, our service will not operate in the afternoon due to increased temperatures and winds, the vicinity of the bushland and location specific infrastructure (one road in) in Grays Point.
- Activity Centre closure will be communicated to families the previous day via email and signs at the service and gates. The Nominated/Certified Supervisor will ensure all families booked for the day have been addressed about the upcoming closure.
- Families will have to make arrangements to pick up their children after school.

In the event of a **Catastrophic Fire Rating**:

- GPPS and our service will be closed
- Families will be notified a day prior to it via email and sms from GPPS school staff.
- Nominated/Certified Supervisors will be included in school email and will ensure all staff members are informed.

Bush Fire: Evacuation

- Staff to be aware of current bushfire warnings for their area. If staff are aware of a bushfire in their area or concerned regarding possibility of a bush fire in their area (i.e. smell of fire, sight of smoke) they are to contact **Sutherland Rural Fire Control Centre on 8508 4040** immediately to confirm.
- Staff to inform Sutherland Rural Fire Control Centre that they are a child care centre located in the area and request possible direction.
- Centre Nominated/Certified Supervisor to ring the President.
- If unable to make contact, contact any other committee member.
- Nominated/Certified Supervisor to remain in regular contact with management where possible throughout evacuation.
- If no contact can be made with emergency services or committee members use channel 5 or 35 on walkie talkie to raise alarm



- If it is advised that the safest option is to evacuate to assembly point at Grays Point Community Church on 121 Grays Point Rd, Grays Point by Emergency services, then the centre must prepare the children for evacuation. Staff should at no time over-ride advice provided from Emergency services.
 - (a) Collect Evacuation bag with Emergency Contact Details, Asthma First Aid Kit, Epi Pen, Attendance Roll, Centre Mobile and Emergency Mobile
 - (b) Gather all children together at the assembly hall
 - (c) Perform roll call utilising sign in/out sheets. Ensure that children are sighted by an educator and that all educators are present.
 - (d) Educators to lead children to Grays Point Community Church at 121 Grays Point Rd via Warren Ave, Budyen Rd and Ingleburn Rd, down stairs behind Community Centre to cross Grays Point Rd at Grays Point shops
- If Emergency Services informs centre that Grays Point Baptist Church is determined as unsafe Nominated/Certified Supervisor to enforce an Emergency Evacuation - Relocation of Centre. Contact VEOLIA transport on: 9541 4400 to advise the request to evacuate an education site and request transport to a safe site (the safe place will be determined based on advice from Emergency services and may consist of another service or a community place such as a hall).
- Nominated / Certified Supervisor to ensure the completion of a written evaluation of the incident

Bush Fire: Lockdown - Fire Front Approaching

The option to lockdown with a fire front approaching should ONLY be made if the opportunity to evacuate does not arise. This policy and the procedures contained within aim to ensure that the service is not in the position to stay and lockdown, however circumstances beyond control may lead to this. Staff should **ALWAYS** follow advice from Emergency Services.

- Contact Sutherland Rural Fire Control on 9520 4040 or Emergency Services Phone 000 - don't assume that the fire service knows;
- Centre Nominated/Certified Supervisor to ring the President.
- If unable to make contact, contact any other committee member.
- Nominated/Certified Supervisor to remain in regular contact with management where possible throughout evacuation into the assembly hall.
- Prepare children for possible evacuation, and perform **lockdown in GPPS assembly hall**

Bush Fire: Ember Attack

If under threat of an ember attack the service may be requested to lockdown in assembly hall rather than evacuate for safety reasons.

Centre should **ALWAYS** follow advice from Emergency Services.

1. Centre Nominated/Certified Supervisor to ring the President
2. If unable to make contact, contact any other management committee member.
3. Nominated/Certified Supervisor to remain in regular contact with management where possible throughout evacuation.
4. Prepare children for possible evacuation, and perform **lockdown in GPPS assembly hall**

RESPONSIBILITY

Nominated Supervisor / Certified Supervisor

- The *Nominated / Certified Supervisor* of a service must keep up to date, a written plan and evacuation floor plan for fire and other emergencies. A copy of the plan must be displayed in each room on the premises of the service and at each main exit from the building.
- Monitor that Fire Extinguishers are serviced 6 monthly
- To contact Management Committee President during an emergency evacuation and to keep the President as up to date as possible.
- Ensure smoke detectors are serviced and maintained – A new battery is to be put into place as soon as a smoke detector sounds an alert to notify of low battery (short burst repeated intermittently)
- Ensure a Fire Blanket is readily accessible in the kitchen that is checked regularly.
- Ensure that primary contact staff practice and discuss emergency procedures with children and other staff for the service once a term so that they and the children are prepared for emergencies. These trial procedures should consist of both evacuation and lock down procedures and be performed across all days and differing times (i.e before and after school session)
- Perform a written evaluation record of each trial evacuation/lockdown procedure taking place at the premises. These records must be kept for a period of 2 years after the procedure taking place. These records must be discussed at staff meetings, with any changes required put into practice.
- Ensure that there is an evacuation bag located within the centre that contains the following:
 - Pen and paper
 - Fire evacuation procedure
 - Key safe code for GP Community Church
 - Gloves
 - Charged emergency mobile phone with family contact numbers
 - Wind up torches
 - Master key for GPPS premises
 - Emergency Asthma Medication and Asthma Plans of children with Asthma
 - Add Epi-Pen
- Ensure that there are evacuation emergency supplies/provisions at Grays Point Community Church containing:
 - Key safe with keys to facilities including toilets
 - Cups and water (may be plastic cups and bottled water)
 - Biscuits
 - Tissues
 - First aid kit/supplies (small first aid kit)
- Ensure that there are emergency evacuation supplies in GPPS Hall that can be taken to Lockdown
 - Clean flexi tubs that can be filled with water for drinking
 - Biscuits
 - Tissues
 - Set of clothes (wide-brimmed hat, goggles, mask, gloves, long-sleeved cotton shirt, heavy, cotton pants, sturdy shoes) for one person to wear to if going outside to check on condition

These supplies should be recorded on a checklist to ensure all items are in good condition and where applicable within use by date.

- Ensure that evacuation procedures and emergency contact numbers are positioned appropriately within main premises.
- Ensure that emergency contact information for all children within care are regularly updated. The nominated/certified supervisor should ensure that all children enrolled in the service have their details in an Emergency contact folder for easy access. Upon a new contact sheet being provided to the centre, the nominated/certified supervisor should destroy the old contact list and replace with the new list in the Emergency Contacts Folder.
- Ensure that all Parents/Guardians are aware of site for relocation of centre during emergency procedures.

Educators:

- Be well informed of their responsibilities in relation to the evacuation procedures, through reading the policy, being involved in policy evaluation, participating in regular trial evacuations/lockdowns and participating in staff meeting discussions regarding evaluation of trial procedures.
- Ensure that evacuation procedures and contact numbers positioned by centre *Nominated/Certified supervisor* are well maintained
- Staff should ensure that their First Aid qualifications are continually maintained.
- Attend fire extinguisher training if applicable. Educator's priority is to safely evacuate all children safely, not to extinguish fires. Only Educators who have attended Fire Extinguisher training should attempt to extinguish any fire.
- Be alert for any signs of bushfire threat and inform the nominated/certified supervisor if any concerns arise.

Parents:

- On enrolment, parents will be informed of the centre's assembly points in the Family Handbook and orientation interview.
- Parents will be requested to update their contact information on a regular basis. If your contact details change at any stage, do not wait for an update to come out, provide the centre with your new information. The numbers supplied to the centre will be the ones that you are contacted on in the event of an emergency.
- Parents should be aware that Evacuation Drills will be carried out each term and that children may be taken off the premises to assembly area during these Drills.
- It is imperative that during an emergency parents follow the advice of Emergency Services. If they are advised to not enter the area, they should remain away from the centre. The centre may have relocated and therefore entry into the area will pose an unnecessary risk to themselves. Parents will be contacted as soon as possible. The phone line to the centre must be kept clear as much as possible to ensure the centre can receive information from emergency services.

DATE ENDORSED _____

DATE FOR REVIEW AND EVALUATION _____

