

## D-6 EMERGENCY AND EVACUATION

### POLICY STATEMENT

We are committed to ensuring the safety, health and wellbeing of the children attending our service through careful planning of procedures and by identifying the risks and hazards of emergency and evacuation situations. Children, educators and staff will regularly rehearse the emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation.

### PROCEDURES

#### a) Planning for the management of critical incidents

- The Nominated Supervisor will ensure that a risk assessment is prepared and/or reviewed to identify and plan for reasonably possible critical incidents at least annually and as soon as practicable after a critical emergency incident or after becoming aware of any circumstance that may affect the safe evacuation of children from a service.
- 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 including clearly define these roles and responsibilities for all participants.
- The emergency procedures will contain sufficient detail to address all possible emergency scenarios in the context of each service environment and will take account of the ages and abilities of the children who will be participating.
- All educators, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the service.
- Educators will discuss the emergency procedures with the children and the reasons for practicing the drills. 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 procedure at least every 3 months, in all types of care, before school, after school and vacation care and for all procedures.
- The service will ensure emergency equipment, such as fire blanket, smoke detectors, exit signs and extinguishers, are fitted and tested within the time frames recommended by authorities.
- Educators will be instructed in the operation of fire safety equipment.

- 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 (see Emergency and Drill Debrief and Report form).
- Families will be informed of the procedure and assembly points in the parent handbook.
- 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.
- Educators will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety, 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 have appropriate training on the necessary procedures.
- The Local Fire Authority should be contacted for advice and training on fire safety if needed.
- An Emergency Service Information Plan will be prepared and lodged with Fire and Rescue NSW.
- Any serious incidents will be notified to the regulatory authority within 24 hours of the occurrence.

## **b) Procedures during a bushfire threat**

- The service will close if there is a Catastrophic Fire Warning.
- The service may close if there is an Extreme Fire warning.
- The Nominated Supervisor will stay in touch with relevant authorities and official sources of information such as RFS in order to have up-to-date information (Fires Near Me app)
- Families will be kept up to date early and as often as possible. Methods of communication with families will include email, SMS, landline telephone and Facebook.
- If the centre closes, families will be advised as soon as possible via SMS, email, parent portal or telephone. A message will be left via a note on the door, a recorded message on the answering machine as well.

## TANDERRA EVACUATION PLAN

**SIGNAL** : Continuous Signal of emergency alarm (located in hallway outside kitchen)

Follow these steps if you hear the evacuation alert or see evidence of smoke/fire or another reason why the premises could be unsafe:

**ALL ADULTS ON PREMISES:**

- Activate the alarm if not already sounding
- Proceed to the assembly area

**CHILDCARE STAFF:**

- Rescue or remove children from immediate danger
- Guide the children to the assembly area via the nearest safe exit
- Use the fire equipment to put out the fire only if it is safe to do so, if you are trained to do so and if all children are evacuated from the area
- Do not allow children to delay or collect belongings
- Keep children calm and quiet throughout drill or evacuation

**RESPONSIBLE PERSON:**

- Activate the alarm
- Rescue or remove children from immediate danger
- Use the fire equipment to put out the fire if it is safe to do so
- Close doors and windows to contain the fire if possible
- Collect list of emergency items
- Search all areas of the premises to ensure that everyone is out (including toilets, open storerooms, cupboards, behind doors etc.)
- Dial 000 for emergency services
- Inform Carinya Children’s Neighbourhood Centre if needed (ph. 4751 4473)
- Account for all children and staff in assembly area
- Proceed to safer area if needed or give the all clear once the drill has been completed

**PARENTS AND VISITORS:**

- Move to the assembly area when the siren sounds
- Do not attempt to take your child from the premises while evacuation is in progress

**LIST OF EMERGENCY ITEMS:**

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|--|----------|------------------------|---|
| 1. Mobile phone (with internet connectivity for record access) | 2. Water | 3. Small first aid kit | 4. Children’s Medications including Epi-Pen |
|--|----------|------------------------|---|

<b>ASSEMBLY AREA 1</b> Back yard, at back fence	<b>ASSEMBLY AREA 2</b> Front yard, at front fence
<b>EVACUATION POINT 1</b> Springwood Hub	<b>EVACUATION POINT 2</b> Springwood Sports Centre

**ONCE EMERGENCY SERVICES HAVE ARRIVED**

- Responsible Person will liaise with emergency services and take advice regarding follow up steps needed and advise if any child or adult is unaccounted for
- No one should re-enter the building until emergency services give the all-clear
- Responsible Person will make notifications to management, families and Regulatory Authority within 24 hours

## TANDERRA LOCKDOWN PLAN

**SIGNAL :** Broken Signal of emergency alarm (On – Off – On – Off) (located in hallway outside kitchen)

Follow these steps if you hear the lockdown alert or see evidence of a reason to lockdown

**ALL ADULTS ON PREMISES:**

- Press the Siren alert if not already sounding
- Proceed to the Lockdown area

**CHILDCARE STAFF:**

- Guide the children to the Lockdown area via the safest entrance
- Instruct the children to stay down low and remain quiet
- Close the doors, windows and curtains/blinds of the room and turn off lights
- Do not allow children to delay or collect belongings
- Keep children calm and quiet throughout the lockdown

**RESPONSIBLE PERSON:**

- Activate the alarm
- Rescue or remove children from immediate danger
- Search all areas of the premises to ensure children are in lockdown area (include toilets, open storerooms, cupboards, behind doors etc)
- Lock doors, windows and gates if safe to do so
- Collect list of emergency items
- Dial 000 for emergency services
- Inform Carinya Children’s Neighbourhood Centre if needed (ph. 4751 4473)
- Account for all children and staff at meeting area
- Wait for emergency services

**PARENTS AND VISITORS:**

- Move to the Lockdown area when the siren sounds
- Do not attempt to take your child from the premises while evacuation is in progress

5. Mobile phone (with internet connectivity)      6. Water      7. Small first aid kit      8. Children’s Medications including Epi-pen

<b>LOCKDOWN AREA 1</b> TV room	<b>LOCKDOWN AREA 2</b> Chill Room
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**ONCE EMERGENCY SERVICES HAVE ARRIVED**

- Responsible Person will liaise with emergency services and take advice regarding follow up steps needed and advise if any child or adult is not accounted for
- No one should return to other areas of the premises until emergency services give the all-clear
- Responsible Person will make notifications to management, families and Regulatory Authority within 24 hours

## CONSIDERATIONS

### National Quality Standards

2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

### Education and Care Service National Regulations 2011

Section 167	Offence relating to protection of children from harm and hazards
Section 174	Offence to fail to notify certain information to Regulatory Authority
85	Incident, injury, trauma and illness procedures
97	Emergency and evacuation procedures
98	Telephone and other communication equipment
176	Time to notify certain information to Regulatory Authority

### Related Policies / Forms

<p>Family Information Booklet</p> <p>D-12 Providing a child safe environment</p> <p>D-7 Administration of First Aid</p> <p>A-3 Enrolment and orientation</p> <p>D-8 Management of incident, injury, trauma and illness</p> <p>D-11 Dealing with medical conditions and administration of medication</p> <p>D-12 Providing a child safe environment</p>
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## ENDORSEMENT AND REVIEWS

<b>Date</b>	<b>Action</b>
03.03.2016	Approved by SNCC Board
17.03.2024	Last Review Date
March 2027	Next Review Date