



2.1 Emergency and Evacuation Policy

QUALITY AREA 2: Children's Health and Safety

Policy Statement

It is vital that if an emergency situation arises, it is handled effectively and with the consideration for all involved. Supporting educators, children, families and visitors in an emergency situation requires vigilant planning and consistent implementation. The effective practice and management of emergencies provides an opportunity to promote coping strategies for emergency situations, build resilience for children and educators and offers the best possible outcome for the safety of all.

An emergency response and evacuation may be required in the event of a:

- Bush Fire or Fire
- Severe Storm
- Flood
- Snake
- Lockdown in the case of:
 - Aggressive trespassers and intruders
 - Disaster in the local community
 - Outbreak of infectious disease or illness
- Death of a child or adult

Goal

Bellinghen Community Preschool will:

Bellinghen Community Preschool Inc. is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations including:

- Recognising the Duty of Care to meet the needs of the Preschool community. Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations (see Medical Conditions Policy).
- Develop specific procedures around potential emergency situations and ensure full awareness of all staff through the provision of professional development.
- Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Practices

Risk assessment for potential emergencies:

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to Bellinghen Community Preschool.

The Risk Management Folder is kept in the office and contains detailed risk assessment and control measures of potential emergencies the service may be exposed to. Documentation is assessed and updated periodically and when needed as circumstances change.

The relative Policy and Procedures Folder is kept in the office.

Emergency and Evacuation

A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service.

Staffing rosters ensure that at least one Educator who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training will be immediately available in the event of an emergency.

Emergency telephone numbers are clearly displayed above telephone in the office.

Educators will know where fire extinguishers and fire blankets are located and how to use them. A fire protection officer will demonstrate proper use. **PASS** – Pull pin or release lock; Aim low at the base of the fire; Squeeze handle; Sweep fire extinguishers from side to side at base of fire).

The evacuation pack is located in the office and Tia or a more near educator will collect this, along with the telephone and mobile phone upon evacuating.

Discovering an Emergency

Educators who discover an emergency are required to alert the Responsible Person immediately so that they can determine and implement control measures.

After immediate assessment, the Responsible Person will then initiate a lockdown or emergency evacuation, depending on the type of emergency. A snake horn will signify a snake sighting and the whistle will signify all other emergencies.

Evacuation Drills and Emergency Evacuation

Evacuation drills are rehearsed every 3 months in accordance with the education and care service national regulations. Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.

Each drill is documented and reflected upon in staff meetings.

Emergency whistles and snake horns are provided in designated areas throughout the service whistles are only to be used for evacuation purposes.

Following an Emergency

- In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.
- If able to return to the building, with reassurance and calmness, walk back to the centre following the safety procedures, recheck that all children have returned and discuss as developmentally appropriate the emergency that has taken place.
- Consider counselling services for anyone affected by the emergency.

Education and Care Services National Law and Regulations: Section 51(1)(a), Regulation 168(2)(e), 97, 98

Links to National Quality Standard: 2.2.2, 1.1.3, 1.2.1, 1.3

Work Health and Safety Act (NSW) 2010 Section 18

AS 3745 Australian Standard Guidelines for safety and security

Roles and Responsibilities

Approved Provider

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).
- Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations.
 - ~ Ensure the following documents are attached to this policy: risk assessment - reviewed at least on an annual basis;
 - ~ emergency and evacuation procedures; and
 - ~ emergency evacuation floor plan.
- Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near office telephone.
- Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use.
- Ensure that emergency equipment is tested as recommended by recognised authorities.

Nominated Supervisor/Responsible Person

- Implement duties as listed above and directed by the Approved Provider.
- Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these.
- Ensure that all staff are trained in the emergency evacuation procedures.
- Ensure that all staff are aware of emergency evacuation points; and
- Ensure that families are regularly reminded of the emergency procedures in place at the service.
- Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures.
- Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events; and
- Ensure all emergency contact lists are updated as required

Educators

- Ensure the sign-in book accurately records attendance of each child.
- Ensure the time of arrival and departure is noted in the sign-in book for every child.
- Sign yourself in/out on the staff attendance record.
- Familiarise yourself with evacuation procedures in each area of the service.
- Familiarise casual educators, students and visitors with the procedure.
- Check the number of children in your care throughout the day.
- Provide children with learning opportunities about emergency evacuation procedures.
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation.
- Assist the Nominated Supervisor in identifying risks and potential emergency situations.
- Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergencies.
- Ensure they are aware of the placement of operating communications equipment and can Confidently operate them.

Families

- Familiarise selves with the service's emergency and evacuation policy and procedures
- Ensure you complete the attendance record on delivery and collection of their child.
- Provide emergency contact details on their child's enrolment form and ensure that this is kept up to date.
- Following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

Children (Education and Care Services National Law Application) Act 2011 Education and Care Services National Regulations 2018

ACECQA National Quality Standards 2018

Work Health and Safety Act and Regulations 2011

NSW Health www.health.nsw.gov.au

St Johns DRABCD Action Plan

Review

POLICY REVIEWED	January 2022	NEXT REVIEW DATE	AUGUST 2024
MODIFICATIONS	NIL		



QUALITY AREA2:

Children's Health and Safety

Emergency and Evacuation Procedure

Date of last review: Jan 2022

1. The educator or staff member who sights the potential danger will inform the Nominated Supervisor (Tia) and raise the alarm by:
 - Blowing the whistle loudly in response to fire or other emergency or blowing the horn in the event of a snake: There are 4 whistles, one at each end of the building, located above the fire extinguishers and one mounted high in the Pergola area outside and the shed near the swings. Snake horns are located at the shed near the swings and on the veranda. If unable to get to a Snake Horn safely yell out 'Snake, Freeze' and signal another educator to blow the horn.
 - Determining the safest exit and signal using physical gesture and verbal instruction to direct children and staff to the safest Emergency Assembly Point.
 - Where it is safe to do so in a fire situation, fire extinguishers can be deployed by **Tia or a nearby educator**: Educators will know where fire extinguishers and fire blankets are located and how to use them. **PASS** – Pull pin or release lock; Aim low at the base of the fire; Squeeze handle; Sweep fire extinguishers from side to side at base of fire).
2. In the event of a snake sighting, the educator who spots the snake will remain watching from a safe distance to observe the snake's movements. Children will be asked to freeze until the safest passage is determined. When it is safe to do so, children and other educators will commence evacuation to a safe assembly point as per step 1. **** If a snake is outdoors, we will assemble inside on the mat. If the snake is indoors, we will assemble outdoors at the Emergency Assembly point. If it is on the veranda, we will shut doors and keep children inside until the snake moves on.**
3. Children will calmly yet promptly be escorted to the nearest safe exit at the most appropriate Emergency Assembly Area by educators. This has the potential to be the front ramp OR the gate near the laneway (Letterbox) OR it could be indoors, depending on the type and location of the emergency. It is crucial that all belongings are left in the moment to ensure safety.

4. **Tia (Nominated Supervisor) and/ or another near educator** will collect the telephone, a mobile phone, the children's, educator and visitor sign in sheets, Allergy buddy and emergency pack (which includes an up-to-date school roll and contact lists) from the office **whilst another near educator (and/or Tia)** promptly checks bathrooms and other spaces for any remaining children and educators. Windows and doors are to be shut in the event of a fire. The Nominated Supervisor and any supporting educators will then join the children and other educators at the relevant Emergency Assembly Area.
5. In the event of a threat requiring a lockdown response, children will be escorted inside and asked calmly to lay flat on the floor. All windows and blinds will be closed, and doors locked. Where safe to do so, **the Nominated Supervisor (Tia)** will lock the preschool gates.
6. In the event of a **Bomb Threat**, the educator taking the phone call will use the **Blue Bomb Threat Checklist** placed inside the Emergency Contacts sheet on the office wall and near the phone on the classroom to obtain information whilst another educator uses the mobile phone to call **000**. The Educator team will follow the Emergency and Evacuation Procedure.
7. **Tia or another educator** will then read the roll and confirm that all children, educators and visitors are safe whilst another staff member **calls 000** or wires (if required). In the event of snake activity, children and educators may need to remain indoors until the snake moves on.
8. If an evacuation is necessary, once all children, educators and visitors are accounted for, all evacuees will proceed through the front gate to gather near the Bus Shelter as advised by Bellingen Fire Services.
9. All parents and carers will be contacted to collect their children should the preschool building be deemed unsafe. Educators are to inform local authorities and follow their instruction.
10. Following the event, educators will record and reflect on the event and make a report to ACECQA if required.

USEFUL RESOURCES

- Brian Woollard: Bellingen Rural Fire Service
- Children (Education and Care Services National Law Application) Act 2011 Education and Care Services National Regulations 2018
- Work Health and Safety Act and Regulations 2011
- NSW Health www.health.nsw.gov.au
- St Johns DRABCD Action Plan
- AS 3745 Australian Standard Guidelines for safety and security: Section 7
- ACECQA National Quality Standards 2018