

# Tocumwal Pre-School

**SECTION: 2 – Children’s Health and Safety**

**POLICY NO: 2.8.3**

**POLICY: Fire & Emergency Evacuation/Lockdown Procedures**

**REVIEW DATE: 21/6/18      DATE OF APPROVAL:**

## **Introduction**

The centre plans for and responds effectively to fire and emergency evacuations. Emergency and evacuation situations in the centre can arise in a number of circumstances and for a variety of reasons including but not limited to; a fire, chemical spill, bomb scare, earthquake, gas leak, flood, bush fire, suspicious mail package, angry/aggressive individual, robbery, building collapse, severe thunderstorm, invasion by insects, animals or reptiles, a power failure, a situation that may require the centre to be locked-down or evacuated. Planning for and responding effectively to fire and emergency evacuations is important to ensure children and staff safety within the centre and ensures compliance of the Education and Care Services National Regulations 2011. In the event of an emergency or evacuation/lockdown situation, the safety and wellbeing of all staff, children, families and visitors to the centre are paramount.

## **Goals – What are we going to do?**

Our education and care service is committed to identifying risks and hazards of emergency and evacuation/lockdown situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations including:

- Conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations (see Appendix 5 Potential Emergencies Risk Assessment), including medical emergency situations (see Medical Conditions Policies);

- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development; and
- Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

In some situations, it may be necessary to evacuate/lockdown children/staff into another area of the preschool or to another location e.g.

- From one room to another
- Outside to inside
- From playground to inside
- From playground to meeting place outside preschool grounds such as a Neighbourhood Safer Place (NSP)

In the event of any of the above situations, evacuation/lockdown of all personnel in an organised and controlled manner from the threatening or dangerous area to a safe area will occur. This will be done in the minimum possible time exposing the personnel to the least possible risk. (See Section 2, Policy 2.8.4 Extreme Heat & Catastrophic Fire Danger for bushfire evacuation)

## **National Quality Framework, Quality Area 2: Children's Health and Safety**

### ***National Quality Framework Standard 2.2 Safety - Each child is protected***

- 2.2.2 Incident and emergency management – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
- 2.2.3 Child protection – Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect

### **Strategies - How will it be done?**

***Risk assessment for potential emergencies:***

**The Approved Provider and Nominated Supervisor will:**

Work together with staff to identify potential emergency and evacuation/lockdown situations that may arise at this specific centre to identify all risks associated with such situations.

Work together with staff to develop procedures to manage all risks associated with emergency and evacuation/lockdown situations.

- **\*\*An Emergency Management Folder is kept in the service 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.
  - Detailed, specific procedures to follow in the event of any emergency or evacuation including:
    - » Natural disaster
    - » Fire or smoke
    - » Bomb threat
    - » Snake or other potentially dangerous animal
    - » Act of terrorism
    - » Chemical or hazardous leaks and spills
    - » Loss of power or water

- » Intruders
- » Outbreak of infectious disease or illness
- » Death of a child or adult

Ensure the development of an emergency evacuation floor plan and procedure. (See Section 2, Appendix 18, Emergency Evacuation Floor Plan) and ensure copies of this and instructions are displayed in a prominent position in the foyer and near each exit at the service. This should include:

- emergency warning alert regularly practiced and with which all centre staff are familiar
  - pre-planned evacuation procedure with which all centre staff are familiar
  - pre-planned designated meeting area which is accessible at all times
  - safe, quick, and calm evacuation of all children and staff
  - account for all centre children and staff
  - comfort any children in distress and treat any injuries
  - dial 000 for the fire brigade and ambulance
  - contact all parents
  - write incident report.
- Develop staffing rosters that 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.

- Ensure that all staff are trained in the emergency evacuation/lockdown 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 educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers of Doctor, hospital, ambulance, pharmacy, Public Health Unit, police, fire brigade, Poisons Information Centre, parents or guardians, NSW Department of Education (See Policy 2.8.1 Procedure for Calling an Ambulance) are displayed near telephones;
- Ensure educators and staff are aware of the placement of and have ready access to operating communications equipment and emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use when safe to do so;
- 'PASS' can be used to train staff in using fire extinguishers:
  - **P**ull pin or release lock
  - **A**im low at the base of fire
  - **S**queeze handle
  - **S**weep fire extinguishers from side to side at base of fire.
- Ensure that emergency equipment is tested as recommended by recognised authorities;

- Ensure that all fire safety maintenance measures are maintained and complied with in accordance to Part 9, Division 6, Regulation 182 of the Environmental Planning and Assessment Regulation 2000. In accordance with Emergency procedures and fire safety regulation 18(1) (a) (b) (c) and (2) the centre is equipped with 2 fire extinguishers in the foyer, a fire blanket in the kitchen, 1 fire extinguisher in the kitchen, 2 fire extinguishers in the shed, 1 fire extinguisher in the special needs room and 2 fire extinguishers in each classroom. A circuit breaker is fitted to the power board.
- The Centre has installed appropriately placed smoke detectors and is also responsible for arranging all fire protection equipment with which the premises is equipped, to be tested in accordance with the Standards Australia, AS 1851-2012 Routine service of fire protection systems and equipment. S 1851,1 - 2012 for level 1 service and kept in proper working condition. (AS1851,1-2012 requires the equipment to be tested every 6 months at level 1 service levels).
- Ensure that up to date portable emergency kits are held in each room within the centre. These will include a basic first aid kit, any children's medication or medical equipment, mobile phone, blanket, torch, and parent contact lists. and that evacuation procedures include the carrying of these kits by the room leader at the point of evacuation.

**Educators will:**

- Assist the Nominated Supervisor in identifying risks and potential emergency situations;
- Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations/lockdown;

- Ensure they are aware of the emergency evacuation/lockdown procedures
- Ensure the emergency evacuation procedures/lockdown and floor plan are displayed
- 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 relievers, students and visitors with the procedure at the beginning of the shift.
- Ensure all items in emergency kits are present.
- Check the number of children in your care regularly throughout the day.
- Provide children with learning opportunities about emergency evacuation/lockdown procedures.

### ***Discovering an Emergency***

- Alert the Responsible Person or nominated supervisor immediately on discovering an emergency so that they can determine and implement control measures.
- After immediate assessment, the Responsible Person will then call LOCKDOWN or an EVACUATION depending on the type of emergency

### ***Evacuation/Lockdown Drills and Emergency Evacuation/Lockdown***

**The Approved Provider and Nominated Supervisor will:**

- Provide staff and educators with specific procedures around all potential emergency situations; Ensure that the evacuation procedures are in accordance with the evacuation floor plan;
- Ensure that rehearsals of evacuation/lockdown 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 staff are aware of when scheduled emergency evacuation/lockdown drills are to take place;
- Emergency whistles/duress alarms are provided in designated areas throughout these are only to be used for evacuation/lockdown purposes.
- Ensure that spontaneous rehearsals also take place to ensure staff and children participate in the simulation of an unplanned, emergency evacuation/lockdown events;
- Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.

**Educators and staff will:**

- Be aware of upcoming scheduled emergency evacuations/lockdowns, and be ready in the event of a spontaneous simulated evacuation/lockdown;
- Will provide children with learning opportunities about emergency evacuation/lockdown procedures including practicing emergency evacuation/lockdown drills regularly with all children at least every 3 months, make it a game to reduce panic if emergency occurs, teach children “STOP,



DROP, ROLL” - if their clothes catch fire and “GET DOWN LOW AND GO, GO, GO” - in case of a fire evacuation.; and

- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation/lockdown drills.
- Ensure they are aware of the placement of operating communications equipment and emergency equipment and are confident in their ability to operate them.
- Ensure any emergency evacuation packs are retrieved and taken on any drill or evacuation

**Families will:**

- Familiarise selves with the service’s emergency and evacuation/lockdown policy and procedures and the service’s Emergency Management Plan.
- 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.

***Documentation and record keeping***

**The Approved Provider and Nominated Supervisor will:**

- Ensure each drill and actual evacuation/lockdown are documented to include the date, time, how many people in the building according to attendance registers,

how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any), any problems encountered, weather conditions, and any additional notes. This documentation is kept for a minimum of three years.

- Ensure all emergency contact lists are updated as required.
- In the event that the building is unsafe to return to, notify parents or emergency contacts to collect each child.
- Evaluate evacuation/lockdown procedure and provide staff with opportunity to provide feedback after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.
- Ensure counselling and debriefing services are available for all those involved in an emergency situation, if required.

### **PROCEDURE:**

ALERT STAFF SOUNDING WHISTLE OR PERSONAL ALARM. NOMINATED SUPERVISOR OR DELEGATE TO CALL FIRE BRIGADE, POLICE OR AMBULANCE DEPENDING ON THE NATURE OF THE EMERGENCY BY **DIALLING 000** (See Policy 2.8.1 Procedure for Calling an Ambulance)

- **ASSISTANTS** WILL COLLECT THE ROLL BOOKS.
- **ASSISTANTS** TO ASSEMBLE CHILDREN AT SAFEST EVACUATION POINT-
  - if inside, the main door of each classroom.

- if outside, the parkland gate. One assistant positioned at gate while other staff collects children and sends them to assistant,
- if outside to inside the assistant to wait by classroom door while other staff gather children and send inside to the mat.
- If from one room to the other staff to gather children and lead them into safe area.

**COUNT CHILDREN AT CLASSROOM DOOR AND AT LIONS GATE. ROLL CALL.**

- **TEACHERS IN ROOMS 1 & 2** TO COLLECT ANY MEDICATION REQUIRED BY CHILDREN AND
- **TEACHER IN ROOM 1** WILL COLLECT mobile phone, visitor book, check foyer, kitchen and office areas.
- **TEACHER IN ROOM 2** WILL COLLECT EMERGENCY MEDICAL KIT, and check bathroom, locker room and storeroom.

**Children to be led to EVACUATION POINT. ROLL CALL.**

If after 30 minutes, the staff and children are unable to resume normal activities the parents/guardians of the children will be phoned and asked to collect the children from the evacuation point or from the centre.

**KEYS TO BE CARRIED BY STAFF AT ALL TIMES.**

Count children at beginning of sessions in order to have an accurate account of the number of children in the centre.

ANY CHILD NOT SIGNED IN BY A PARENT BUT ON THE PREMISES, WILL BE SIGNED IN BY A STAFF MEMBER NO LATER THAN 9.30 a.m.

Detailed information about the children is kept in the back of the roll book and in the first aid/Medication kit(s). This information includes child's name, address, phone number, parent's work number, emergency contact name and number, allergies and health concerns.

Staff will have this information during emergency evacuation procedures.

Emergency procedures must be tested in accordance with the emergency plan in which they are contained. All educators and staff must be instructed and trained in the procedures.

### **Statutory Legislation & Considerations**

- *National Quality Standard for Early Childhood Education and Care and School Age Care, Council of Australian Governments February 2018*
- *Education and Care Services National Amended Regulations 2018, Regulations 97,168 (2)(e)*
- *Work Health and Safety Act 2010*
- *Environmental Planning and Assessment Regulation 2000*
- *Standards Australia AS 1851-2012, Routine service of fire protection systems and equipment.*

### **Sources**

- Community Early Learning Australia
- Australian Standards for portable fire extinguishers and fire blankets
- Good Practice Guide, Adoption and use of AS 1851-2012, Fire Protection Association of Australia 2013