

Emergency Management and Evacuation Policy

NQS

QA2	2.3.3	<i>Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.</i>
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NATIONAL REGULATIONS

Reg	168(2)(e)	<i>Policies and procedures in relation to emergency and evacuation</i>
	97	<i>Emergency and evacuation procedures</i>
	98	<i>Telephone or other communication equipment</i>

EYLF

LO3	<i>Children become strong in their social and emotional wellbeing.</i>
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AIM

In the event that the Service needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the Service. The safety and wellbeing of each child, educator and person using the Service is paramount above any other consideration at the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc.

RELATED POLICIES

Emergency Service Contact Policy

Lockdown Policy

Incident, Injury and Trauma and Illness Policy

Administration of Authorised Medication Policy

Death of a Child Policy

Medical Conditions Policy

IMPLEMENTATION

Our Service will conduct a risk assessment to identify potential emergencies that could affect our Service and use this to prepare emergency and evacuation procedures. An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc.

EMERGENCY EVACUATION PROCEDURES AND DRILLS

- Emergency evacuation procedures that are based on the Service's floor plans will be prominently displayed in the following locations that are near each exit:-
 - Bulletin board near front door.
 - Above sink in foyer.
 - Transition Room.
 - Near Office Doorway
- The Service will maintain an up-to-date and compact register of emergency telephone numbers that must be taken in an emergency or evacuation that is to be located in the following location:-
 - In file (Confidential and accessible only by staff) in the kitchen
 - In the emergency Evacuation Backpack
- Emergency/important telephone numbers will be displayed prominently throughout the Service in the following locations, including near telephones or available near mobile phones:-
 - Above sink in Foyer.
 - Staff table in Office.
- The Service will ensure educators are provided with training on how to use fire extinguishers, fire blankets and other emergency equipment that must be kept in the following locations:-
 - Inside kitchen, to left of door.
 - Adjacent front door.
 - Adjacent back transition room door.
- Fire extinguishers, fire blankets and other emergency equipment will be tested as recommended by the manufacturer by recognised authorities (Currently occurs in February and August). All tests must be documented.
- Emergency procedures will be discussed with families and regular information will be provided to families. Families will also receive written advice from the Service.
- The Nominated Supervisor is responsible for ensuring that all educators, including relief educators and staff members, are aware of the Service's policy and procedures relating to Emergency Management and Evacuation.
- Informal games and discussions will be used to familiarise children with the Service's evacuation and emergency procedures.

Rehearsal Evacuation Drill (Every Three Months)

- The Service will add to each child's sense of security, predictability and safety by conducting rehearsal evacuation drills every three months. All persons present at the Service during the evacuation drill must participate accordingly.
- Rehearsal evacuation drills must be documented.
- The drills will take place at various times of the day and week (rather than always on a Tuesday at 10 am for example) to ensure all children and staff members get the opportunity to rehearse. All persons present at the service during the evacuation drill must participate accordingly.
- Our service's emergency and evacuation safe area is located at the Side Car Park.

EVACUATION PROCEDURE

Step 1	BLOW WHISTLE
Step 2	Get down low & go, go, go
Step 3	Assemble children at nearest safest exit
Step 4	Move quickly to designated assembly area (staff car park)
Step 5	If safe: ensure all windows and doors are closed

Step 6	Check sign in sheets to ensure all children and educators are accounted for
Step 7	Do NOT release children back inside until given the all clear from the Director

The person activating the evacuation alarm needs to notify the Licensee immediately if the Licensee is not on site.

INVACUATION PROCEDURE

Step 1	RING BELL LOUDLY EVERY 5 SECONDS FOR 1 MINUTE
Step 2	Bring all children inside through the nearest door (transition or Foyer door)
Step 3	Assemble children in a comfortable area away from windows and doors. Areas include foyer if threat is out the front; on the linoleum between the rooms; in the office.
Step 4	Ensure all windows and doors are locked
Step 5	Check sign in sheets to ensure all children and staff are accounted for.
Step 6	Do Not release children back inside until given the all clear from the Director

The person activating the invacuation alarm needs to notify the Licensee immediately if the Licensee is not on site.

Lockout Procedure

The following lockout procedure will be used when an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety. The Approved Provider or Nominated Supervisor (or the Incident Management Team):

- Activates lockout procedures.
- Announces lockout with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit.
- Contacts emergency services on 000.
- Goes to the designated assembly area.
- Checks that children, staff and visitors are all accounted for.

Actions after lockout

- Determine if there is any specific information staff, children, parents and visitors need to know (e.g. areas of the facility to avoid).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Follow up with any children, staff or visitors who need support.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

Shelter-in-place procedures

The following shelter-in-place procedure will be considered when an event takes place outside of the children’s service and emergency services determine the safest course of action is to keep children and staff inside a designated building in the children’s service until the external event is handled.

If a shelter-in-place action is determined the Approved Provider or Nominated Supervisor (or the Incident Management Team):

- activates shelter-in-place procedures.
- Moves all children, staff and visitors to the pre-determined shelter-in-place area.
- Obtains emergency kit.
- Notifies parents/families if the shelter-in-place is going to extend beyond the services hours of operation.
- Notifies the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

Emergency response procedures (specific emergencies)

FIRE

All staff will remain calm and report the outbreak of fire immediately to the Approved Provider or Nominated Supervisor or Certified Supervisor who will:

- activate the fire alarm.
- Phone **000** to notify the emergency services .
- Extinguish the fire **(if safe to do so)**.
- Implement evacuation procedures if threat exists and close all doors and windows.
- Check that all areas have been cleared.
- Check children, staff and visitors are accounted for.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

BUSHFIRES/GRASS FIRES

Refer Bushfire Policy

SEVERE WEATHER /STORMS AND FLOODING

The Approved Provider or Nominated Supervisor will direct educators and staff to:

- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- (During a severe storm) remain in the building and ensure they and children keep away from windows. Restrict the use of telephone landlines to emergency calls only.
- Tune in to ABC radio if possible to follow any emergency instructions.
- Report to the Approved Provider or Nominated Supervisor regarding the status of children, staff and visitors safety.

After the storm passes, the Approved Provider or Nominated Supervisor will evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.

PANDEMIC

The Approved Provider or Nominated Supervisor will:

- Ensure basic hygiene measures are in place including the display of hygiene information.
- Provide convenient access to water and liquid soap and/or alcohol-based sanitiser.
- Educate staff and children about covering their cough to prevent the spread of germs.
- Stay alert and follow any instructions issued by Health authorities.
- Be prepared for multiple waves.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

BOMB/CHEMICAL THREAT

The Approved Provider or Nominated Supervisor will implement the following procedures:

- If a bomb/chemical threat is received by telephone:
 - stay calm
 - do not hang up
 - gather information from caller if possible
- If a bomb/chemical threat is received by mail:
 - avoid handling of the letter or envelope
 - place the letter in a clear bag or sleeve
 - inform the Police immediately.
- If a bomb/chemical threat is received electronically or through the service's website:
 - do not delete the message
 - contact police immediately.
- Ensure doors are left open.

- **Do not** touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.

MAJOR EXTERNAL EMISSIONS/SPILL (includes gas leaks)

The Approved Provider or Nominated Supervisor will:

- Call the emergency services on 000.
- Turn off gas supply.
- If it's a gas leak onsite, notify the gas provider (number can be found on the emergency numbers and key contacts page).
- Implement evacuation procedures.
- Check staff, children and visitors are accounted for.
- Await 'all clear' or further advice before resuming normal children's services activities.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.
- Notify WorkSafe SA if required.

INTERNAL EMISSION/SPILL (e.g. cleaner's storeroom)

The Approved Provider or Nominated Supervisor will:

- Move staff/children away from the spill to a safe area.
- If safe to do so, direct staff to clean the spill. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet.
- Contact the Fire Brigade if the nature of the emission/spill is unknown or it is unsafe to manage.
- Notify WorkSafe SA if required.

EARTHQUAKE

- Don't panic.

If outside

The Approved Provider or Nominated Supervisor will instruct staff and children to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by covering their head and neck with your arms and hands
 - HOLD on until the shaking stops.

If inside

The Approved Provider or Nominated Supervisor will instruct staff and children to:

- Move away from windows, heavy objects, shelves etc.
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
 - HOLD on until the shaking stops.

After the earthquake the Approved Provider or Nominated Supervisor will:

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building.
- Instruct educators, staff and children to watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Ask educators and staff about the status of staff, children and visitor safety.
- Arrange medical assistance where required.
- Instruct educators and staff to help others if possible.
- Tune in to ABC radio if possible to follow any emergency instructions.

If there is damage to the facility and it is OK to do so, you may take notes and photographs for insurance purposes.

MEDICAL EMERGENCY

- Check for any threatening situation and remove or control it (if safe to do so).
- Remain with the casualty and provide appropriate support.
- Notify First Aid Officer and the Approved Provider or Nominated Supervisor.
- Notify the ambulance by dialling '000'.

- The Approved Provider or Nominated Supervisor will designate someone to meet and direct the ambulance to the location of the casualty.
- Do not leave the casualty alone unless emergency help arrives.
- Do not move the casualty unless exposed to a life threatening situation.

Refer "Administration of First Aid" in our Incident, Injury, Trauma and Illness Policy.

INTRUDER/PERSONAL THREAT

- Notify the Approved Provider or Nominated Supervisor who will request assistance from the police by dialling '000'.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- The Approved Provider or Nominated Supervisor will determine if evacuation or lockdown is required. Evacuation only should be considered if safe to do so.

Role of Educators

- Immediately when the alarm sounds, educators will return to the group with which they are working if it is safe to do so. Educators will then assist with the evacuation.
- Educators are to ensure that sign in/out rolls remain in the vicinity of that particular group of children at all times and if evacuation is required that a primary carer collect that roll in the process of evacuating children.
- After the alarm has been raised, group children and evacuate through the nearest exit to the designated safe area with the children's sign in/out roll.
- Primary carer to call roll and settle children.
- Supervise and reassure children.

Nominated Supervisor's Role

- Collect educator sign-in book, a phone, emergency contact box and backpack.
- Check toilet, kitchen and playrooms.
- Ring 000 as soon as possible.
- Follow children and other educators to designated area.
- Oversee and check attendances of children, educators, volunteers, families and visitors.
- Supervise and reassure children.

Emergency Communication Plan

We will ensure all educators, staff, visitors, volunteers and families are aware of our emergency evacuation procedures through:

- the display of emergency telephone numbers prominently throughout the service
- the display of evacuation diagrams based on our floor plans prominently near each exit

The Evacuation Diagram will include:

- an A3 size diagram of the floor or area
- a title eg Evacuation Plan
- the "You are here" location
- designated exits in green
- communication equipment and where installed in red
- hose reels, hydrants, extinguishers in red.
- designated shelter-in-place location and assembly area.
- date plan validated.
- location of assembly areas

- At all times, the Service will have access to a telephone (such as fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment).
- The Service has a main telephone available at the following location to be used during an emergency:-
 - Office.
- If there is a loss of electricity, a backup telephone is available and always ready for use at the following location:-
 - Top drawer of the desk in the Office.
- If there is a complete loss of electricity and the telephones at the Service are not available, a mobile phone will be provided and ready to use at all times to ensure educators can use it to make emergency contact.

MAINTENANCE OF FIRE EQUIPMENT

Services will have some or all of the following fire safety equipment depending on which building regulations and provisions apply. These requirements are in the Building Code of Australia, Australian Standards and State building regulations and local council requirements. All fire equipment at our Service will be maintained as per the legal standards. Our equipment will be checked as required as per the timeframes below.

Key	
Inspection Procedure of Fire Safety Installations (F.S.I)	<ol style="list-style-type: none"> 1. Inspect for obvious visual faults. 2. Inspect for faults and witness test of F.S.I by a competent person 3. Inspect for faults where possible and accept logbook details of F.S.I 4. Check Building file for details of any extra requirements.
Required Record of Keeping Fire Safety Installations (F.S.I)	<p>L = log book required R = record of maintenance required T = Metal tag on F.S.I or Service details/Service label (Y) = Weekly test may be omitted refer AS 1851-2005</p>

Fire Fighting Equipment

Special Fire Service	Inspection Procedures for FSI	Required Record Keeping for FSI	Maintenance Schedule						Annual Survey of Installation	Maintenance Standard or Building Preference
			Wk	Mth	3 Mth	6 Mth	12 Mth	3 Yr		
Fire Mains	1					Y	Y	Y		1851-Section 2 & 4
Fire Hydrants (including internal and external hydrants, boosters connection/s and water storage tanks)	2	L-T				Y	Y		Y	1851- Section 4
Fire Pumpsets	2	L-T	(Y)	Y		Y	Y		Y	1852 – Section 3
Fire Hose Reels	2	R-T				Y	Y		Y	1851- Section 14
Fire Extinguishers (portable)	2	R-T				Y	Y		Y	1851- Section 15

External agencies will be employed to assist the Service with this maintenance if no currently employed educators are qualified to complete the maintenance checks.

SOURCES

Education and Care Services National Regulations 2011

National Quality Standard

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Safework SA

Occupational Health, Safety and Welfare Act 1986

Australian Standards 1851-2005 "Maintenance of Fire Protection Systems and Equipment"

Early Years Learning Framework

REVIEW

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Next review date: June 2015