

Emergency Evacuation, Lockdown and Bush Fire Response Procedures

Emergency Evacuation Procedure

A whistle blown three times by the first person who detects that we must evacuate the premises. This whistle will alert children and educators to what action needs to be taken. Adults will calmly instruct the children that we need to gather together and commence walking out using the safest route to the meeting point being the centre car park and moving onto the front yard of our neighbours (36 Engadine Ave) if it is not safe to remain in the car park, car park would be deemed unsafe if the threat from the centre is moving towards the car park or if we are impeding the role of emergency services. (Please refer to the adjoining Centre OH&S diagram).

Authorised Supervisor to check all rooms and collect the attendance sheets including emergency contacts list, asthma and anaphylaxis plans, mobile phone, cordless phone & first aid kit (if safe).

This evacuation procedure will be practised regularly at the centre and can be prompted by any staff or visitor.

All fire protection equipment with which the Centre is equipped is every 6 months and pressure tested accordingly to state requirements. In the event of fire, the person who prompts the fire evacuation may then use the fire extinguishers or fire blanket to attempt to contain the fire if deemed safe enough to do so.

All exits are to be kept obstruction free at all times to enable safe and proper evacuation. In the event of a full closure of the service the children will be transported to St John's BOSCO primary school (Banksia Ave, Engadine) if it is safe to do so. Educators will contact families to inform them and arrange for them or another emergency contact to collect the children as soon as possible. 2ic has contacted BOSCO on the 27.6.2016 and gained approval from the school to use them as an emergency evacuation point.

Emergency Lock Down Procedure

External risks and threats may require Lock Down Procedures such as an intruder or a air borne hazard. In the event that we must Lock Down, you will hear a continuous 10 second whistle blow.

Upon hearing this whistle, all educators are to take their attending group of children into their respective rooms (Babies – cot room, Snugglepots and Cuddlepies – Snugglepots quiet room) and immediately close and lock their room's doors when all children are accounted for. The children in the back building will be kept together where possible to aid emergency services.

An educator will be delegated to keep the children calm and quiet and should have access to books and other calm activities. Educators are to ensure that the cot room window kitchen window, laundry door and front sliding door are closed and locked. As the staff toilet windows have two separated panels, make sure the doors are closed with materials obstructing the bottom of the laundry and staff toilet doors.

Educators are to check that all children attending are inside and the authorised supervisor will contact each room and cross check that all children attending on the day are accounted for.

Educators are to wait for further instructions from emergency services before opening the doors. Parents arriving to collect their children will be permitted only if emergency services state that this will not further endanger the children.

Evacuation and lockdown procedures will be practiced at least every three months. At the beginning of the year 2IC will plan for practice drills by listing dates throughout the year that we will plan to hold drills. Ensuring that there is a planned drill for everyday to ensure each child gets a turn of practicing a drill.

Bush fire procedure

At the start of peak bushfire season trees will be trimmed. Educators will inspect the ground at the beginning of spring and the Nominated Supervisor will arrange for any lopping of branches if necessary. In line with this, gutters and roofs will regularly be clean and kept free of leaves.

Nominated Supervisor and 2IC will ensure all taps and hoses are in working order and replace if necessary. They will also ensure that all gates are working correctly.

During peak bush fire seasons educators will monitor the Fire Danger Rating daily using the 'Fires Near Me' app. All educators and families will be encouraged to install the "Fires Near Me" app, so that every member of our community is informed and up to date on fire conditions in the area.

At the beginning of peak bush fire season, the emergency first aid kit will be updated, including first aid equipment, epi pens and allergy plans, asthma puffers and plans, contact lists and nappies. The emergency drinking water located in the baby's kitchen (right corner cupboard) will be checked.

Severe or Extreme Fire Danger Ratings

On days where the Fire Danger Rating Severe or Extreme, the service will inform families by posting a warning on the Facebook page and to HubHello if the conditions are set to affect the service. Children will be transitioned throughout the day as per our usual practice, provided it is safe to do so.

All educators will monitor conditions when on duty outside. If smoke is mid indoor/outdoor play will be offered to ensure that children with respiratory conditions or who are affected by the smoke have the opportunity to play inside. If smoke becomes a danger all children and educators will be moved inside, with attention given to children with specific health needs. Educators will also ensure that no art and craft work, posters etc. are hung outside.

All educators are responsible to ensure that hazards are removed from passages and walkways and nothing is blocking emergency exits.

Bushfire within the local area or Catastrophic rating days

On days when there is a bushfire in the local region or the fire rating is catastrophic the Nominated Supervisor and 2IC will liaise with the Rural Fire Service if possible, and decide if it is safe for the service to remain open or if for the safety of children, families and educators we require to close.

In the event the service remains open when there is a bush fire in the local area or there is a catastrophic fire rating, we will recommend that children may be safer at home with their families, particularly if this is listed in the families our bushfire survival plan. (Having less children in attendance also will help with traffic congestion if the service was to close.) If a child is to attend the service, upon drop off families will be required to provide a contact that is within 10 minutes of the service, and will be able to collect the child should conditions change and the centre close. Educators will have a form located at the sign in area for all families to complete and sign (template form attached to policy).

Educator's will constantly stay updated via the 'fires near me' app, and updates will be posted to the Bottleforest HubHello account.

In the event of worsening conditions leading to centre closure, we will move to the front building for safety should we come under threat of an ember attack, this is also where the emergency drinking water is located and it makes travel from the centre to cars closer for children and emergency contacts.

An update regarding the service closure will be posted on HubHello. The emergency contact listed upon drop will be contact via call or text message.

Should the service no longer be safe we will transition any remaining children to St John BOSCO primary (our evacuation location) provided it is safe to do so. Families will be notified HubHello of the relocation.

In the event the service closes the nominated supervisor, 2IC and educators will make a decision as soon as possible after liaison with the Rural Fire Service. We will also take into account what other local services and schools are doing to help inform our decision, particularly if St John BOSCO our evacuation location is to close or it is school holidays.

Families will be notified of the closure a HubHello Post, email and signs displayed at the service. The nominated supervisor or 2IC will also notify our Regulatory Authority of the closure.

All educators will be given a copy of this policy in their induction and will become familiar with the process during regular drills.

In the event of an emergency call 000
Sutherland police station – 9542 0899
Engadine fire station – 9520 2634
Engadine rural fire brigade – 9520 5854

Reviewed and updated: Jan 2024

What to expect in an Evacuation or Lockdown

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