

## **EMERGENCY EVACUATION and LOCK DOWN POLICY and PROCEDURE**

### **PURPOSE:**

To ensure the safety, health and wellbeing of children attending our education and care service by identifying the risks and hazards of emergency and evacuation situations.

To make certain that staff, families and visitors are aware of fire exits and that all staff understand comprehensively the procedure for evacuation and lockdown in the event of an emergency.

### **BACKGROUND:**

Evacuation will be necessary in the event of certain emergencies and critical incidents which may include but not be limited to occurrences such as: a fire, hazardous spill, smoke, bomb threat, earthquake, armed hold up or intruder, severe storm and flooding.

Lock Down will be necessary when there is a foreseeable threat of harm to staff, families, children or visitors which may include but not be limited to: extreme weather, dangerous and/or threatening persons, violent, intoxicated or drug affected persons.

### **IMPLEMENTATION:**

The Approved Provider/Director will ensure that:

- All fire extinguishers will be serviced every 3 months.
- Staff will be aware of signage above each fire extinguisher signifying what type of fire the extinguisher may be used for and be confident enough to choose the appropriate type of fire extinguisher for each circumstance i.e. "CO2 to be used for paint, oil, electrical and other liquid fires".
- The centre will display a notice marked "FIRE EMERGENCY EVACUATION PROCEDURE " in suitable locations along with a floor plan marked with location of all exits, direction of evacuation routes, fire extinguishers and emergency bag.
- Staffing rosters will 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 every telephone.

### **ASSEMBLY AREAS**

#### **FIRE IN BACK of BUILDING**

Evacuate to Elder Street, this is the grassed area located near the front entrance of Elder Street Early Childhood Centre – facing onto Elder Street, Lambton.

#### **FIRE IN FRONT OF BUILDING**

Evacuate to De Vitre Street Assemble in Preschool playground, adjacent to the 2 –5 yrs room. A gate is accessible from this area, which leads to the staff

car park. – fronting onto De Vitre Street, Lambton.

### **EMERGENCY PROCEDURE**

Evacuation signal is 3 short blasts on the whistle

Stay calm, instill confidence and direct and comfort children.

Once outside, assist with marking attendance sheets to ascertain that all children and staff are present.

No one will re-enter the building until advised that it is safe to do so by the Officer in Charge.

### **LOCK DOWN PROCEDURE**

The specific 'emergency alert' word will be sounded by a staff member and all staff and children will either remain indoors and/ or proceed indoors and move to the centre of the building - infant room and 2-3yrs room

Staff will lock all doors, windows and close shutters and ensure that all exits/entry points are secured.

Director or nominated person in charge will contact police.

No one will leave the building until advised that it is safe to do so by the Officer in Charge.

Medication etc into areas as specified below:

### **ROLES and RESPONSIBILITIES**

**FIRE WARDENS** (Directors) or nominated person in charge.

To phone 000 and advise of emergency. To then proceed to the nursery and assist with the evacuation of staff and children. To meet and liaise with emergency services on arrival. To check through sign in/out records with staff to check all children and staff are accounted for.

### **MOBILE PHONES**

Fire Wardens take own mobile phones. Emergency phones located in emergency bags 2-3 room and 3-5 room.

2-3 Room staff to keep an emergency only mobile phone charged in emergency bag

3-5 Room staff to keep an emergency only mobile phone charged in emergency bag

### **FOOD MANAGER (COOK)**

To safely check all rooms upstairs for inhabitants, advise of emergency, close all doors and move to evacuation area. To collect from the office the enrolment form folder from 3rd drawer in filing cabinet and also staff sign in/out clip board. To evacuate building to designated area. Handover records to Fire Warden or Emergency Services.

### **INFANT ROOM STAFF**

To check cot rooms, prep kitchen and nappy change area for children and staff and to then evacuate themselves and children to designated area using emergency cots for transport of children if necessary. To take cordless phone to evacuation area and phone all other extensions in the building to ensure that everyone is out.

### **2-3 ROOM STAFF**

To collect a Digital Sign in tablet, from front of centre or any of the rooms.

To collect evacuation bag from 2-3 room, storeroom

To check cot room, atelier and storeroom for staff and children and then

evacuate themselves and children to designated area.  
To handover sign in/out records to Fire Warden or Emergency Services.

### **PRESCHOOL ROOM STAFF**

To collect evacuation bag from Preschool room staff toilet. To check children's toilets and change room for children and staff. To evacuate themselves and children to designated area. To help staff with infants and the 2-3 age group children if necessary and able.

### **INSIDE STAFF**

If all children and staff are outside  
To collect sign in/out records from front of centre and emergency bag  
To check all cot rooms for staff and children and then evacuate themselves and children to designated area.  
To handover sign in/out records to Fire Warden or Emergency Services.

### **DRILLS FOR EMERGENCIES**

Evacuation drills are carried out every three months, at different times of the day, in accordance with the education and care service national regulations.

Each drill is 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,

Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, outside, kitchen, in the office building and lock downs.

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

All staff will be made aware of the specific 'emergency alert' word at employment induction and subsequent times throughout the year.

Reviewed and Updated: 23<sup>rd</sup> July 2003  
Reviewed: 10 April, 2005 by M Duffy-Fagan  
23 March 2006 by M Duffy-Fagan  
Reviewed: October 2008 by M Duffy-Fagan  
12 November 2010 by M Duffy-Fagan  
19 October 2012 by M Duffy-Fagan  
10 July 2014 by K Pomfrett  
5 May 2015 by K Pomfrett, P Rosenkranc, Parent Committee T Bunt, A Leung, K Hewat  
11 September 2018 K Pomfrett, M Duffy-Fagan, P Rosenkranc, Parent Committee T Bunt, A Leung, K Hewat  
5 August 2019 K Pomfrett  
8 October 2020 K Pomfrett, M Duffy- Fagan, P Guy  
10 September 2021 K Pomfrett, P Guy, C Wilkinson

Source and Legislative requirements: NSW Fire Brigade Fire Safety & Training Enterprises - Mr R. Stockhausen  
Managing OHS in Children's Services – S. Tarrant,

Lady Gowrie Centre  
Children's Services Regulation  
Education and Care Services National Regulation  
reg. 97  
National Quality Standard 2.2.2 Plans to effectively  
manage incidents and emergencies are  
developed in consultation with relevant  
authorities, practised and implemented  
Element 2.2.1 Supervision At all times, reasonable  
precautions and adequate supervision ensure  
children are protected from harm and hazard  
Education and Care Services National Regulations  
Emergency and evacuation procedures  
Regulation 168 and 170  
Education and Care Services National Regulations  
Emergency and evacuation procedure Regulation 171  
ACECQA – Australian Children's Education and Care  
Quality Authority  
Guide to the NQF