

## **Emergency and Evacuation Procedures Policy**

---

### **Aim**

Bullfrog Children's Centre aim is to provide educators/staff with sufficient, appropriate equipment and resources that are available when dealing with any emergency or critical incident likely to impact on the Service, to ensure that evacuations and other necessary actions are carried out as smoothly as possible.

### **Legislative Requirements**

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011

### **Risk assessment for potential emergencies**

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our service.

The 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
- A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position in the foyer near each exit at the service (**National Regulation 97(4)**).
- Staffing rosters ensure that at least one Educator who holds a current approved first aid qualification, anaphylaxis management training and emergency asthma management training will be immediately available in the event of an emergency (**National Regulation 136**).
- Emergency telephone numbers are clearly displayed above every telephone.

## Implementation

### Discovering an Emergency

- Educators who discover an emergency are required to alert the whole service and immediately take necessary action.
- After immediate assessment, will then call LOCKDOWN or EVACUATION depending on the type of emergency <<other code words can be chosen>>.

### Evacuation Drills and Emergency Evacuation

- Evacuation drills are carried out every three months without notice, at different times of the day (**National Regulation 97(3)(a)**).
- 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, weather conditions, which staff and children were absent on the day of the drill and any additional notes. This documentation is kept for a minimum of three years (**National Regulation 97(3)(b)**).
- Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.
- There is a large emergency cot that is to be used for any children not walking during evacuations. This cot is to be checked regularly and maintained in a sturdy condition to ensure its safety at all times.
- Emergency whistles are provided in designated areas throughout the service whistles are only to be used for evacuation purposes.

### After the Emergency is over

- 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 service 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.
- Schedule the next emergency drill on a day that will ensure the children and staff who were absent will be able to participate in emergency practices.
- Document everything that happened good and or bad.

## Responsibilities for the 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.
- Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations and conduct a risk assessment of the whole service (**National Regulation 97(2)**).
- Ensure the following documents are attached to this policy:
  - risk assessment - reviewed at least on an annual basis
  - emergency and evacuation procedures

*'Leaping into a better Future'*

- 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 telephones.
- 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.
- Ensure that educators/staff/children/volunteers present at the service are rehearsing emergency and evacuation procedures every 3 months and documented (**National Regulation 97(3)(a)**).

## Responsibilities for the Nominated Supervisor

- Implement duties as listed above and directed by the Approved Provider.
- Contact local fire department to review emergency evacuation plans and procedures.
- 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 (**National Regulation 97(4)**).
- Ensure that all staff are trained in the emergency evacuation procedures.
- Ensure that all staff are aware of emergency evacuation points.
- 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.
- Provide staff with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.
- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed.
- Ensure all staff are provided with feedback forms after each evacuation.
- Ensure all emergency contact lists are updated as required.

## Responsibilities for the Educators

- Ensure the sign-in accurately records attendance of each child.
- Sign yourself in/out on the staff attendance record.
- Display the emergency procedure plan for your room near the exit to the room
- Practice the external procedure by different exits.
- Practice the internal procedure.
- Familiarise yourself with evacuation procedures in each area of the service.
- Familiarise relievers, students and visitors with the procedure at the beginning of the shift.
- Ensure all items in emergency bags are present as part of your monthly maintenance checklist.
- Do head counts regularly of children in your care throughout the day.

*'Leaping into a better Future'*

- Provide children with learning opportunities about emergency evacuation procedures.
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.
- 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.
- Be aware of the placement of operating communications equipment and emergency equipment, and are confident in their ability to operate them.

## Responsibilities for the Families

- Familiarise themselves with the service's emergency and evacuation 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.

## Related Statutory Obligations and Considerations

### **Australian Children's Education and Care Quality Authority (ACECQA)**

<http://www.acecqa.gov.au/>

### **Children (Education and Care Services) National Law (NSW) No 104a**

<https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full>

**Department of Education** - <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

**Early Years Learning Framework (EYLF)** - <http://files.acecqa.gov.au/files/National-Quality-Framework-Resources->

[Kit/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

### **Education and Care Services National Regulations**

<https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/full>

**National Quality Framework (NQF)** - <http://acecqa.gov.au/national-quality-framework/>

## Related Telephone Numbers

- Early Childhood Education and Care Directorate 1800 619 113
- ACECQA 1300 422 327
- Department of Health 1800 020 103
- Emergency Services 000

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Law Act 2010  
 Education and Care Services National Regulations 2011  
 Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2011  
 NSW WorkCover [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) Retrieved: July 2017  
 The Extinguisher Guy consultation

## Amendment History

### Current

<i>Amendment Date</i>	<i>Amended by</i>	<i>Position</i>	<i>Summary of amendments</i>	<i>Next review date</i>
May 2019	Kimberly Wheatley	Director	Annual review	May 2020

### History

<i>Amendment Date</i>	<i>Amended by</i>	<i>Position</i>	<i>Summary of amendments</i>	<i>Next review date</i>
July 2017	Kerrie Shakespeare	Coordinator	annual review	June 2018
June 2018	Kimberly Wheatley	Director	Annual review major changes to format	April 2019

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

## Procedures

### Evacuation

The assembly area for all evacuations is the **front of 126 Woronora Rd Engadine.**

#### Responsibilities:

##### **Warden / Supervisor**

- Blow whistle 3 times loudly and yell location of the fire.
- Obtain the phone, emergency bag, roll and sign in and out book.
- Scan all areas to ensure no Educator or children are present.
- Where possible, shut all doors and windows.
- Follow all Educators and children out.
- At the earliest and safest opportunity contact 000.
- In the case that a child is not accounted for, the leader will seek the child ensuring their own safety is upheld.
- Liaise with emergency service staff detailing to them number of child and adults out or who remain in the building. Additionally where in the building the switch board is, kitchen and all other requires asked by emergency services.

##### **All Educators and staff**

- Assist with getting children out.
- On the way through the gate all children are to be counted by two Educators.
- The number counted shouted to all Educators and any missing number of children shouted to leader.
- At the assembly point the leader will call the roll.
- Once all children and Educator are safely out of danger Educator will start to call families to pick up their children immediately.
- Keep children calm by singing and reading.
- Families will be required to sign their child/ren out on pickup.

Notes:

### Bomb Threat

On receiving either a written or phone threat the leader will immediately notify other staff to evacuate and call the police.

*For Phone Threats* – never hang up on the threatener and a Phone Threat check list is to be completed immediately. The Phone threat checklist is available next to the phone.

## Lock Down

Any staff member who witnesses the event must try to raise an alarm.

- Telephone Emergency Services 000 immediately
- No other phone calls to be made (lines to stay free for emergency advice).
- The Approved Provider/Nominated Supervisor or Responsible Person in charge will determine the need for a "Lock Down" and raise the appropriate alarm.

### Alarm Procedure

• The Approved Provider/Nominated Supervisor or Responsible Person in charge will sound the bell/whistle or make a public speaker announcement as follows:

1. Shake the bell twice.
2. "This is a LOCK DOWN"
3. "This is not a fire drill"
4. "Everyone is to stay in the room, remain low/ seated and to keep calm and quiet."

### Movement of Children and Staff

- Educators/ staff and children will remain in the main room.
- If possible, Educators/ staff will make efforts to seal and lock play room doors and windows.
- Children should remain low and out of sight during the lockdown period. All children to move quietly and low to the back carpet area.
- If children are outside, staff should endeavour to move them inside as quickly as possible.
- Obtain the phone, emergency bag, roll and sign in and out book.
- Liaise with emergency service staff.
- Lead Evacuation if and when required.

### Staff Responsibilities

- Approved Provider/Nominated Supervisor or Responsible Person in charge should contact Police and follow their instructions.
- Staff who are not directly involved in the lock down or without children to supervise are to liaise with emergency services-only if it is safe to do so.
- Staff must check the sign-in registers and ensure all signed-in children are present. Any absences must be reported to the Approved Provider/Nominated Supervisor or Responsible Person as soon as it is safe.
- Staff to ensure they have all sign in registers, emergency contact lists, any emergency medication (Epipens/Asthma).
- Staff are to close and lock all doors and windows, turn the lights off and ensure children are kept below the window level.
- All staff, children and anyone else present will remain in the locked room/s until an "All Clear" announcement is made by the Director/Nominated Supervisor or person in charge.

### All Clear Signal

The All Clear Signal is as follows:

- The Approved Provider/Nominated Supervisor or Responsible Person will sound the Centre's bell (if applicable) or blow a whistle for 5 seconds.
- The Approved Provider/Nominated Supervisor or Responsible Person will then: say "The Lock Down has now ended, everyone follow me and the staff in an orderly manner."
- Lockdown Checklists are to be completed by each room and office, after "All Clear".

## Medical Emergency

- In a medical emergency the following will be followed:
- DRSABCD
- Call **000** for an ambulance.
- Observe and record pulse and breathing.
- If the casualty is carrying medication for any present allergy, it should be taken at once.
- **If conscious:** help casualty to sit in a position that most relieves breathing difficulty.
- **If unconscious:** check ABCD and prepare to resuscitate if necessary.

### **Ambulance required Care**

Bullfrog Children's Centre management reserves the right to call an ambulance under any circumstances to which they believe the children, educator or staff member to be in immediate risk of harm.

- First aid officer will call 000 once medical emergency is established,
- Immediately after ringing for an ambulance the family will be contacted. They will be notified of the situation and asked to meet the ambulance at the hospital or at the centre.
- Once the ambulance has arrived, one member of staff, preferably the primary contact staff member, will accompany the child to the hospital. That staff member will take the child's medical file with them. The file will be found in each child's individual file in the office.
- Where possible staff ratios will remain one above to allow a staff member to travel with a sick child. Should this not be the case on that day, a casual will be called.
- Once the family and child are united at the hospital the family will be asked to sign out the child from the care of Bullfrog Children's Centre staff.