

Emergency and Evacuation

POLICY STATEMENT.

Our service will provide an environment that ensures the safety and wellbeing of the children at all times (*"My Time, Our Place"* 1.1, 3.1). All children and Educators will be aware of, and practised in emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately implemented. In implementing drills of emergency procedures with children, educators will encourage children to discuss possible scenarios where emergency procedures may be required and support children to come up with solutions and ideas for improving the procedures or discussing ways to avert emergency situations (*"My Time, Our Place"* 4.2).

PROCEDURE.

- A risk assessment will be conducted by educators and management annually to review and refine emergency procedures and to assess potential emergencies relevant to the service in accordance with National Regulations.
- Emergency evacuation procedures and floor plans will be clearly displayed in a prominent position near the main entrance and exit of each room used by the service.
- All Educators, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the service. Educators will make arrangements as to duties undertaken in the absence of other educators.
- Educators will discuss the emergency procedures with the children and the reasons for practising the drills prior to each emergency drill being undertaken. Following each drill, children should be reassured and their suggestions and comments welcomed for how the drill might be improved to provide them with a sense of control and understanding.
- Children and Educators will practice the emergency procedures every 3 months in accordance with National Regulations, in all types of care including before school, after school and at the beginning of vacation care.
- All Emergency Drills will be recorded with date, time and length of time it took to leave building. Additional comments on recommendations for improvements can also be included in the record.
- Drills will be conducted more regularly when there are new children such as at the beginning of a new year and during vacation care.
- Families will be informed of the procedures and assembly points in the parent handbook.
- No child or educator is to go to their bags to collect personal items during an emergency evacuation. This would lead to confusion and delays.

- The service will maintain a fire blanket and smoke detectors and have them checked regularly as per the manufacturers instructions and schools checks.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation.
- Educators will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety and they feel confident to operate the extinguisher and all the children have been evacuated from the room.
- Educators should be aware of bush fire danger and if relevant have appropriate training on the necessary procedures. **SERVICES IN BUSH FIRE PRONE AREAS MUST HAVE A PLAN.**

The Local Fire Authority should be contacted for advice and training on fire safety and this plan included in your procedures.

Any serious incidents will be reported to the Regulatory Authority within 24 hours or as soon as possible.

The evacuation plan will include:

- o *Routes of leaving the building suitable for all ages and abilities. These should be clearly mapped out.*
- o *Plan of where the fire extinguishers are located displayed in a public place.*
- o *A safe assembly point away from access of emergency services.*
- o *An alternative assembly area in case the first one becomes unsafe.*
- o *List of items to be collected and by whom.*
- o *List of current emergency numbers.*
- o *Each educator's duties in the emergency.*

Educators will be nominated to:

1. *make the announcement to evacuate, identifying where and how.*
2. *collect children's attendance records and families contact numbers.*
3. *collect emergency services numbers and mobile phone.*
4. *make the phone call to 000 or other appropriate service, management and families as required.*
5. *collect the first aid kit.*
6. *check that the building and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire.*
7. *supervise the children at the assembly area, and take a roll call of children. Educators should be aware of any visitors.*
8. *When the emergency service arrives the Responsible Person will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.*
9. *No one should re-enter the building until the officer in charge has said it is safe to do so.*

HARASSMENT AND THREATS OF VIOLENCE.

If a person/s known or unknown to the service harasses or makes threats to children or educators at the service, or on an excursion,

Educators will:

- Calmly and politely ask them to leave the service or the vicinity of the children.
- Be firm and clear and remember your primary duty is to the children in your care.
- If they refuse to leave, explain that it may be necessary to call the police to remove them.
- If they still do not leave, call the police.
- If the Responsible Person is unable to make the call another educator should be directed to do so. Educators should liaise with team members in advance to determine a code phrase that will alert another team member to a threat situation arising and prompt them to contact police. This should be something that will not draw attention to the situation by the offender and something only the staff are aware of, for example 'please put the playstation on for the children' as only staff will know that the service does not actually have one.
- Where possible educators must endeavour to calmly move the children away from the person and this may be achieved quickly with the use of another code phrase that will encourage word of mouth transmission between children to move quickly from the area to another safer environment without causing them alarm (as an example, the reminder to a child that ice cream is being served today at a specified location for all children).
- No educator should attempt to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible and wait for the police.
- Educators should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the service.

CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
S167, 170, 171, 174 R85, 86, 87, 89, 97, 98, 99, 100, 175, 176	Standard 2.1, 2.2 Elements 2.1.2, 2.2.1, 2.2.2	<ul style="list-style-type: none"> - Providing a Child Safe Environment Policy - Excursion Policy - Authorisations and Refusals Policy - Delivery and Collection of Children Policy - Administration of First Aid Policy - Risk Assessment Policy 	<ul style="list-style-type: none"> - My Time, Our Place Framework - Network <i>OSHC Code of Professional Standards</i>. - Work, Health and Safety Act (2011). - Parent Handbook - Staff Handbook - Emergency Evacuation Plans - Record of drills - Report of serious incidents to DEC.

DATE ENDORSED April 2019

DATE FOR REVIEW AND EVALUATION April 2022

Emergency Evacuation Plan

1. Blow Whistle (located next to OOSH entry door or first available) 3 times. Alert staff and remove children in a quiet and orderly manner, by the nearest safe exit. If safe, Coordinator will quickly search all areas for staff and children.
2. Assemble at designated Safe Area (Belair OOSH - School Oval. Kotara South OOSH – Assembly Point 2, Located South-west of OOSH Building) and account for all children and staff 2IC will call the roll and check all staff are present. Coordinator will call 000, giving the centre name and address and the nearest cross street. All staff will calm and reassure children.
3. Coordinator will report to the fire officer in charge and report any missing children or staff, the location of the fire and or any other relevant information.
4. The building shall not be re-entered until the fire officer advises that it is safe to do so.

N.B

- An emergency evacuation drill will be practiced with the children at the beginning of each term and vacation care. Organise unplanned informal drills from time to time.
- The emergency evacuation plan, floor plan and Location Plan are displayed at all exits and a copy kept with the roll.

Staff Responsibilities / Specific Duties

All staff are responsible for the safety and well being of all children at all times.

The Coordinator will ensure that:

- Regular equipment safety checks and Emergency Evacuation are carried out and recorded in the appropriate register.
- All staff are familiar with the emergency procedures and specific duties.
- All casual staff or volunteers are orientated to the centre and their role prior to the children arriving.
- Gates and locks are in working order, keys are readily accessible
- Roll book contact numbers and mobile phone are readily accessible.

All staff will ensure that:

- Passageways, Fire exits and stairs are kept clear.
- Equipment, rubbish or vehicles do not block external exits door, gates and routes.
- They are familiar with emergency procedures and specific duties.

Coordinator or Responsible Person:

- Collect Contact numbers and mobile phone.
- Call 000
- Report to Officer in charge.
- If safe to do so, search all areas for children and staff.
- Liase with parents and families if they arrive to collect children.

Second in charge (2 I C):

- Collect roll
- Collect First Aid Kit.
- Call roll for children and staff. Report any absence to Coordinator immediately.
- Liase with parents and families if they arrive to collect children.

All Staff:

- Reassure and calm children. Apply First aid if required.

HARASSMENT AND THREATS OF VIOLENCE.

If a person/s known or unknown to the service harasses or makes threats to children or staff at the centre, or on an excursion, staff will:

- Alert Phrase is ***TURN OFF THE ANSWERING MACHIENE.***
- Staff will calmly move the children to a safe area. If inside lock the front door and windows and close binds.
- Keep all children together.

Co-ordinator or Responsible Person will:

- Calmly and politely ask them to leave the centre or the vicinity of the children.
- Be firm and clear and remember your primary duty is to the children in your care.
- If they refuse to leave, explain that it may be necessary to call the police to have them removed.
- If they still do not leave, call the police.
- If the Co-ordinator is unable to make the call another staff member will be directed to do so.
- Report to Officer in charge.

Second In Charge (2IC) will:

- Collect roll and mobile Phone.
- Check the area to ensure all children are safe.
- Mark the roll and notify Co-ordiantor of any children or staff unaccounted for

All Staff

- No staff member is to try to physically remove the unwelcome person.
- Remain calm; keep the person calm and as far away as possible.
- Wait for the police.

Acts of serious violence from a child or family using the service can result in immediate suspension from the centre until further notice in consultation with management.

Emergency evacuations may result due to situations of; fire, bomb threats, accidents to children or adults (see accidents policy), violence, natural and unnatural disasters.

ENDORSEMENT BY THE SERVICE:

Approval Date: April 2019

Date for Review: April 2022

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