

Emergency Evacuation and Lockdown Policy

RATIONALE

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all educators/staff, children, families and visitors to the service are paramount and as such, KAZ Early Learning Centre is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

Evacuation can be defined as the rapid removal of individuals from immediate or threatened danger in a safe and orderly manner.

Where the threat is outside the service, educators/staff may be required to 'lockdown' -lock all persons inside the Service until the threat is averted.

There are various types of emergencies that may be encountered at the Service. These may include:

- Fire
- Bomb Threat
- Gas Leak
- Chemical Spillage
- Earthquake
- Building Collapse
- Flood
- Medical Emergency
- Intruder Threat

Although the types of emergencies are different, the principles of evacuation or lock down remain the same.

AIM

To ensure the health, safety and welfare of all children, educators/staff, families and visitors at KAZ Early Learning Centre.

To provide an evacuation policy and procedure that aims to prevent injuries related to emergency situations.

To ensure all educators/staff are aware of their responsibilities during fire and other emergency evacuation/ lock down procedures.

To ensure educators/staff are able to operate fire extinguishing equipment, so that no person is put at risk in the event of an emergency of fire.

PROCEDURE

To effectively plan for and respond to any emergency situation that may arise at the Service educator and staff will identify all potential emergencies that may arise at the Service e.g. bushfire, fire within the Service, crime, etc and plan for the worst case scenario ensuring that all precautions are taken and the consequences to individuals e.g. asthmatics.

- In the case of a fire a whistle will be blown 3 short sharp blasts loudly (repeating this) and the words "fire" will be stated, as indicated on the *Emergency Procedures* plan displayed within the Service.
- In the case of a lock down procedure a whistle will be blown in long continual blast to indicate the need to retreat.
- Educators and Staff must ensure that when alerting lockdown due to the threat of intruder the intruder is not made aware of the situation. A word that identifies the need for covert retreat message to educators/staff will be used. This recognisable word will be used conversationally to prevent alerting the possible threat.

All educators and staff will be aware of the location of these devices and their intended use.

Fire extinguisher and fire blanket readily accessible near areas where fires are likely to start and their locations are indicated on the *Emergency Procedure* plan. The Approve Provider will ensure that all fire extinguishers are tested every six months by an authorised company and that smoke detectors are installed, emergency lighting (where applicable) installed and both tested regularly, replacing batteries when required.

Educators/staff will ensure that all escape routes to fire exits are kept clear at all times and that exit doors are able to be opened easily in an emergency.

The Service's *Emergency Procedures* plan must be displayed at all main exits from the building. All educators/staff should be familiar with the Service's *Emergency Procedures* and be aware of their roles and responsibilities as indicated on the *Emergency Evacuation and Lockdown Plans*. The Service's *Emergency Evacuation and Lockdown Plan* will be discussed during educator/staff orientation.

Training is provided to all educators/staff on fire safety and the correct use of fire extinguishers.

The Service must have a fully stocked evacuation pack that contains a basic first aid kit, emergency asthma pack, children's necessities e.g. nappies, disposable gloves, wipes, tissues, paper cups, torch, tarpaulin/blanket. A register will be maintained of up to date parent/ emergency contact numbers of all children enrolled and will be kept with the evacuation pack.

Emergency contact list including numbers for police, fire brigade, ambulance, hospital, Poison Information Centre, and the NSW Regulatory Authority is displayed near all telephones and in the Evacuation Pack.

The Service's emergency evacuation and lock down plans indicating the emergency warning alert that is used in the case of evacuation and lock down situations and the designated evacuation meeting areas is prominently displayed in the room and at all main exits.

Delegated staff will monitor *Attendance Sheets* throughout the day indicating any children who are in attendance but not signed in.

Educators/Staff will incorporate emergency evacuation procedures and fire safety into their program teaching children the procedures and the steps to be taken both at the Service and at home e.g. 'Stop drop and roll'. For emergency evacuations drills, a game to practice children holding hands, a staff member in front and at the rear.

Emergency evacuation drills will be carried out on a regular basis so that every child and staff member is able to practice them at least every three months, by conducting an emergency practice every month on different days of the week. Emergency practices will cover evacuations and lock down situations. The details of the emergency practice will differ depending on the supposed danger.

The Nominated Supervisor or delegate will complete Workplace Health & Safety Site Inspections (3 monthly reviews and 12 monthly reviews) ensuring that fire exits and procedures are in place.

Educators/Staff priority is to ensure the safety and wellbeing of all children, educators/staff and visitors in any emergency situation.

All visitors, parents/guardians and educators/staff must partake in the evacuation drill or procedure and stay with the group until the Supervisor on Duty instructs them to leave or return to activities. No child is to be taken from the Service during an evacuation drill or procedure unless the Supervisor on Duty is informed and the child is signed out.

If a child, educator/staff member or visitor is injured or becomes ill during an emergency educators/staff must ensure that they follow the procedure for *Child Requiring an Ambulance*.

KAZ Early Learning Centre will ensure that counselling and debriefing is made available for all those involved in an emergency situation if required.

During induction all educators/staff will:

KAZ ELC Work Health and Safety Policies

Emergency Evacuation or Lockdown

1. Familiarise themselves thoroughly with the building
2. Note all exits and alternative escape routes
3. Be familiar with all obscure areas where people could be located
4. Know the location of all fire fighting equipment
5. Be familiar with the operation of equipment installed in the safe evacuation of children/ staff/ visitors from the building

Warden (The Nominated Supervisor or Supervisor on Duty) Duties:

The Nominated Supervisor or Supervisor on Duty is required to immediately respond to the emergency, determine the appropriate procedure that should be implemented and bring the emergency procedure into operation.

On notification of an emergency or activation of the alert system the 'Warden' will:

1. Ascertain the nature and extent of an emergency,
2. Determine if evacuation or lockdown is necessary
3. Contact 000 and inform the operator of the emergency and the Emergency Services required, giving the name and address of the Service and the nearest cross street (Apollo Place).
4. Alert all staff and if deemed necessary instruct them to search all areas and advise them to evacuate or proceed with the lock down.
5. Ensure the collection of the attendance roll, mobile phone, evacuation pack, emergency medication and parent/guardian contact numbers and check all areas for children or staff.
6. The Warden will meet/ coordinate with the appropriate Emergency Services and inform them of the situation and any relevant information.

Upon an evacuation alert, all educators/staff will:

1. Search all areas in designated area
2. Direct children to the assembly area or carry out lockdown procedure for designated area.
3. Take a roll call of children and educators/staff upon reaching the designated area
4. Advise Manager that the area has been evacuated or lock down has been carried out
5. Remain calm and closely supervise all children until "All Clear" signal is given by Emergency Services attending e.g. Fire Brigade, Police.

Educators/Staff will discuss 'drills' evaluations at staff meetings.

In relation to ***unwelcome intruders, robberies and general security***, proactive risk control measures implemented at the Service include:

- Access points to the Service are limited and are properly secured at all times.
- A security (entrance) system is installed.
- The identification of all non regular persons wishing to enter the service is checked before access is provided (for example, via a photo ID).
- Keys are issued on a strict needs only basis, and recovered when an employee leaves the Service.
- Banking days and times are varied.
- Employees open and close in pairs.
- The internal and external areas of the Service are well lit at all times when persons are present.
- Wherever possible, external doors are locked.
- Employees are encouraged to be alert for suspicious persons, motor vehicles, incidents within or outside the premises.
- The workplace is kept clear of potential weapons.

In relation to ***fire***, proactive risk control measures implemented at the Service include:

- Exhaust fans are regularly cleaned to prevent residue build-up.
- Waste is appropriately stored and regularly removed.
- Smoke detectors and fire fighting equipment are installed and maintained according to the manufacturer's instructions, and Australian Standards.
- Appliances are checked for faults (for example, frayed cords) before use.
- The use of extension cords, double adaptors etc. is discouraged.
- The clothes dryer's lint filter is cleaned after every use.

In relation to **snakes, spiders, insect bites, stings etc.**, proactive risk control measures implemented at the Service include:

- The outdoor play areas are checked daily for nests, webs, holes, hives etc.
- The children are regularly reminded to alert educators/staff if they find a snake, spider etc. and to not provoke or attempt to touch any animals/insects/spiders that they do observe.
- Waste disposal areas are kept clean.

EMERGENCY DRILLS AND EVACUATION PROCEDURE

An adult who becomes aware of an emergency signals emergency with the alert device consistently until all adults and children have exited the building.

DO NOT

Take personal items except for wallets, phones and house/ car keys and only if these are accessible.
Allow re-entry into the building until the "all clear" is given

IN AN EMERGENCY

Educators/Staff are to move children to designated area in a quick and orderly manner as indicated in individual emergency plans.

Educators/Staff must head count before leaving the building and call the roll again once all children are moved to the evacuation/lock down area.

Educators/staff must remain with the children until instructed otherwise by the Chief Warden.

In case of fire

Follow evacuation procedure.

- Person in charge, if possible, to investigate source and decide if it is possible to use extinguishers, but other educators/staff still proceed with evacuation procedure.
- All educators/staff will familiarise themselves with the use of fire extinguishers. All educators/staff will take part in fire equipment training.
- The Fire Brigade must be notified, even if the fire has been extinguished.

In case of flood

- Evacuate children to a higher ground level.
- Carry out Emergency Evacuation Procedures, adapting evacuation area.
- Notify Police as to where you are evacuating.
- Turn off electricity, if safe to do so, do not touch wet switches or appliances.

In Case of Earthquake

- Stay indoors
- Place children under the tables or take cover under internal doorframes. Keep away from windows, overhead fittings.

In Case of Severe Storm

- Disconnect all electrical appliances if safe to do so.
- Tape a 'X' completely over large windows and glass doors with masking tape
- Stay inside, shelter children well clear of windows.
- If necessary cover children under tables.
- Stay calm and comfort distressed children with activities i.e. stories, singing etc.
- DO NOT USE THE TELEPHONE DURING STORMS.

In Case of Chemical Spills

- **If spill is outside:**
 - Keep children indoors, shut windows and doors and turn off air conditioners.
 - Call Fire Brigade.
 - Speak with Fire Brigade as to whether the children need to be sent home. If so, contact parents/guardian/emergency contact numbers.
- **If inside:**
 - Evacuate as per Emergency Evacuation plan.

In Case of Intruder

- **If intruder is outdoors:**
 - Keep children indoors
 - Shut doors, curtains and windows
 - Ring Police on 000, wait for directions from them.
 - All educators, staff, children and anyone else present will remain in the locked room until an "All Clear" announcement is made by the Nominated Supervisor/ Responsible person on Duty.
- **If intruder is indoors:**
 - Evacuate children/staff to the nearest possible exit, to be determined by Supervisor. Follow Emergency Evacuation exit.

- Call Police on 000, wait for directions from Police.

KAZ Early Learning Centre Related Policies and Procedures:

Workplace Health and Safety Risk Management

Appendices:

Emergency Records

Emergency Drill Evaluation Form

Emergency Evacuation/ Lockdown Plan

Emergency Evacuation Procedures

Work Place Health & Safety Site Inspection – Centre (3 Monthly Review)

Work Place Health & Safety Site Inspection – Centre (12 Month Review)

Sources:

www.kidsafe.com.au

Education and Care Services National Regulations 2011

NSW Work Health and Safety Regulation 2011

NSW Health and Safety Act 2011

NSW WorkCover www.workcover.nsw.gov.au