



Emergency & Evacuation

POLICY STATEMENT:

Lake Mac Newy OOSH 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 the practise sessions 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 on the procedures or discussing ways to avert emergency situations ("My Time, Our Place" 4.2).

Emergency, in relation to an education and care service, means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the education and care service; examples include flood, fire or a situation that requires the education and care service premises to be locked down.

PROCEDURE:

- A risk assessment has been developed to identify potential emergencies relevant to the service. Reg 97 (2) will be conducted by educators and management annually to review and refine emergency procedures.
- 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 of the process.
- Children and educators will practice the emergency procedure at least twice a term or adhere to once every 3 months in accordance to the National Regulations, in all types of care, before school, after school and 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.
- *Families will be informed of the procedure and assembly points in the family 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 smoke detectors and have them checked regularly as per the manufacturer's instructions.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation.
- The warden on duty 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.
- The service must ensure that they always have access to the service mobile phones and educators' mobile phones or other similar means of communication.
- Any serious incidents will be reported to the Regulatory Authority within 24 hours or as soon as possible.

The evacuation plan will include:

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

Emergency Procedures : Educators will be nominated to :

CHIEF WARDEN (Orange Vest): Coordinator/Responsible Person

In case of fire/natural hazard/disaster: Make announcement to evacuate, identifying where and how.

In case of Potential Threat (Unauthorised visitor, bomb threat, escalated child/carer): Make lockdown announcement.

Make the emergency call to Police, Fire and/or Ambulance 000. Alert where you are situated ready to meet the emergency crew on their arrival.

Direct Floor warden of the appropriate desired actions.

Instruct additional staff members on how to proceed and ensure all remain calm.

FLOOR WARDEN (Yellow Vest): Responsible Person/Senior Educator

Follow chief wardens' directions.

Collect iPad with the children's attendance records, emergency contacts, plastic cups and First Aid box located in 'set up office area'.

Delegate a first aid officer to collect Epi Pens and Asthma puffers in the first aid bag.

Collect the water container or instruct another educator to take with them.

Check that all areas of the building are empty, remembering to check toilets and verandas.

Assist with instructing additional staff members on how to proceed.



ALL EDUCATORS:

Alert emergency warden if an evacuation needs to occur.

Remain calm.

Follow all instructions given by your emergency wardens and ensure you get yourself, children, and visitors out safely.

Alert warden if you know a child/staff member/visitor is in any form of danger. Do not put yourself at risk of danger.

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.

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 emergency warden should be directed to do so. Emergency committee have liaised with team members in advance a code phrase that will alert another team member to a threat situation arising and prompt them to contact police.
 - 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 and initiate lockdown procedure to another safer environment without causing them alarm (using the code word/phrase/game that children and staff are all aware of and practiced)
 - 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.

Lockdown

- If lockdown needs to be called, educators and children will remain in the building they are in, if safe to do so, or move to the closest useable building directed by the staff.
- Staff will lock doors and windows and move children away from window and visible points of the building. All curtains that are available will be closed or materials, paper and/or sheets hung on other windows if possible.
- All lockdown areas will remain locked until the Responsible Person gives an all-clear indication or calls any emergency authorities if necessary for any further advice or instructions before an all-clear indication may be given.
- A roll call is initiated to make sure all children are accounted for.
- Lockdowns may also be called for adverse weather if the responsible persons deem necessary.



CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
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 Child Safe Standards 1,3,5,7,10	• 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	• My Time, Our Place Framework • Work, Health and Safety Act (2011). • Parent Handbook • Staff Handbook • Emergency Evacuation Plans • Record of drills • Report of serious incidents to ACECQA

ENDORSEMENT BY THE SERVICE:

Approval date: February 2025 Date for Review: February 2026

Currently UNDER REVIEW for the paramount principle and child safety considerations