Emergency & Evacuation

POLICY STATEMENT:

Lake Mac Newy OOSH will provide an environment that always ensures the safety and well-being of the children. ("*My Time, Our Place"*1.1, 3.1).
In responding to any emergency, evacuation or lockdown, the safety, welfare and well-being of children will be the paramount consideration in all decision-making.
All children and educators will be aware of and practice 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. Emergency procedures include evacuation, lockdown, and shelter-in-place responses (e.g., severe weather, nearby hazards, such as gas leaks, police incidents, or bushfire smoke), and outline clear processes for communicating with emergency services, families, and relevant authorities.

PROCEDURE:

- A risk assessment has been developed to identify potential emergencies relevant to the service. This will be conducted and reviewed by educators and management at least annually to review and refine emergency procedures in accordance with Regulation 97(2).
- 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 and will include clearly marked exits, assembly points, locations of firefighting equipment and emergency procedures.
- 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 for 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's views and feedback will be considered, where appropriate, to support the ongoing review and improvement of emergency procedures.
- Children and educators will practise emergency procedures at least once every 3 months in accordance with National Regulations, across before school, after school and vacation care.
- All emergency drills will be recorded, including the date, time, type of drill (evacuation, lockdown, etc.), duration of time, e.g., to leave the building and any recommendations for improvement.
- Drills will be conducted more regularly when there are new children.
- Families will be informed of emergency procedures and assembly points through emergency evacuation floor plans and procedures displayed at exits within the service. Families will be notified as soon as practicable following any emergency or serious incident.
- 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.
- Where the service is located in a bushfire-prone area, a bushfire emergency management plan will be developed and followed in line with local authority guidance. Educators will be informed of and trained in the procedures to ensure they can respond effectively in the event of a bushfire emergency.
- The Local Fire Authority should be contacted for advice and training on fire safety, and this plan should be included in your procedures.
- The service will ensure reliable communication systems are available at all times, including access to the service's mobile phones to contact emergency services, families and relevant authorities.
- Any serious incidents will be reported to the Regulatory Authority within 24 hours of becoming aware of the incident, in accordance with Regulation 176.

Closure of the Service:

The service may be required to close in the event of an emergency, a natural disaster, or a situation that poses a risk to the health, safety, or well-being of children, staff, or visitors.
Families will be notified as soon as practicable of any closure, and relevant authorities will be notified where required.

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.
- Strategies to support children who may require additional assistance during an emergency, including children with additional needs or medical conditions.

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/Service phone 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 or the Responsible Person has confirmed 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.
    - The immediate safety, welfare and well-being of children will remain the priority throughout the incident.
    - 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. Other emergency personnel have liaised with team members in advance on a code phrase that will alert another team member to a threat situation arising and prompt them to contact the 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 usable building, directed by the staff.
- Staff will lock doors and windows and move children away from windows 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 it necessary.

Post Emergency Review

Following any emergency, evacuation, lockdown, shelter-in-place event or drill, the Responsible Person and management will review the response, identify any required improvements, update risk assessments or procedures where necessary, and communicate relevant changes to educators, families and children, where appropriate, to support continuous improvement and children's ongoing safety and wellbeing.

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
S167, 171, 174 R97, 98, 99, 100, 175, 176	Standard 2.1, 2.2 Elements 2.1.2, 2.2.1, 2.2.2 Child Safe Standards 1,2,5,7,10	• 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). • Staff Handbook • Emergency Evacuation Plans • Record of drills • Report of serious incidents to ACECQA

ENDORSEMENT BY THE SERVICE:

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