

EMERGENCY EVACUATION AND LOCK DOWN PROCEDURES

EMERGENCY EVACUATION -

- **UNDER NO CIRCUMSTANCES TRY TO EXTINGUISH A FIRE OR OTHER HAZARD AS SAFETY OF PEOPLE MUST COME FIRST**
- A copy of the Evacuation Plan must be displayed next to the main exit.
- An Emergency Evacuation practice must occur every 3 months with all children and personnel on the grounds at the time to ensure that all children, parents, visitors and staff are prepared for emergencies.
- A record of all practices including an evaluation of the procedures must be kept on the premises for a period of 2 years after the practice.

PROCEDURE (WARATAH) -

Step 1 – The person discovering the fire, should blow a whistle situated near the entry to each room and the office and alert other staff members to the location of the fire. This staff member assumes the role of Area Warden and conducts the evacuation. The evacuation packs are kept in the staff room on the back of the door.

Step 2 – Other staff/visitors on the premise take a warden's evacuation pack and evacuate children, parents and visitors to the allocated evacuation area outside at the front gate. Staff should take the sign in book from their room and office staff should take the staff and visitors sign in book where possible and not delaying the evacuation of children.

Babies in the Nursery should be placed in the Evacuation cot and wheeled outside.

Staff should check off children against the daily lists once at the front gate.

If the risk of remaining in the grounds is severe, staff should move the children to the front lawn of the Administration Building of SPCC. Dial 543 for additional support from SPCC staff.

The Area Warden is to check all areas for children and staff. The Area Warden is then to collect the portable first aid kit, Emergency Asthma Kit and Children's Emergency Records including contact details, and assist in the safe evacuation of children, being the last to vacate the premises after the children.

Step 3 – At the Evacuation point, the Area Warden is to contact Emergency Services, complete a head count and check off the roll.

- Contact the Emergency Service eg Fire Brigade on 000 stating:
 - 1) Name of Centre**
 - 2) Address of the Centre – 55 High Street, Waratah NSW 2298**
 - 3) Nearest cross street – Harriet Street**
- Dial SPCC emergency extension 543. This is a priority call to the front office that overrides all other calls.

Step 4 – When children are safely evacuated, staff will begin to phone parents if deemed necessary.

Children are not to re-enter the building until the Fire Brigade or other appropriate emergency service has arrived and assessed the situation.

PROCEDURE (GOSFORD) -

Step 1 – The person discovering the fire, should blow a whistle situated near the entry to each room and the office and alert other staff members to the location of the fire. This staff member assumes the role of Area Warden and conducts the evacuation. The evacuation packs are kept in the staff room on the wall.

Step 2 – Other staff/visitors on the premise take a warden's evacuation pack and evacuate children, parents and visitors to the allocated evacuation area outside at the side gate. Staff should take the sign in book from their room and office staff should take the staff and visitors sign in book where possible and not delaying the evacuation of children.

Staff should check off children against the daily lists once assembled on cement area beside SPCC hall.

The Area Warden is to check all areas for children and staff. The Area Warden is then to collect the portable first aid kit, Emergency Asthma Kit and Children's Emergency Records including contact details, and assist in the safe evacuation of children, being the last to vacate the premises after the children.

Step 3 – At the Evacuation point, the Area Warden is to contact Emergency Services, complete a head count and check off the roll.

- Contact the Emergency Service eg Fire Brigade on 000 stating:
 - 4) Name of Centre**
 - 5) Address of the Centre – 20 Narara Creek Road, Narara NSW 2250**
 - 6) Nearest cross street – Manns Road**

Step 4 – When children are safely evacuated, staff will begin to phone parents if deemed necessary.

Children are not to re-enter the building until the Fire Brigade or other appropriate emergency service has arrived and assessed the situation.

PROCEDURE (PORT STEPHENS)

STEP 1- Person discovering emergency situation raises the alarm by blowing whistle (1 long blow at a time)

- Person discovering notifies the Nominated Supervisor or Responsible Person
- Person discovering notifies all room of the situation and the designated assembly point, then assist with the children

STEP 2- Nominated Supervisor/Responsible Person calls emergency services and liaise with them and the school.

- Collect the portable phone
- Assist with the children
- Once children are safely at assembly point keep educators/staff updated and continue liaising with emergency service and school.

ADDRESS FOR EMERGENCY SERVICES:

186 Salamander Way, Salamander Bay Narnia Christian Preschool and Early Childhood Centre.

STEP 3- Educators and Staff:

- Remain calm
- Collect the sign in book for your room
- Collect children's medication and medication plans
- Gather and walk children calmly to the designated assembly point for evacuation or lock down.
- One staff member from each room check attendance rolls for children
- Designate First Aid person check attendance rolls for educators and visitors.
- If anyone is missing inform NS/Responsible Person immediately
- Supervise the children until the NS/Responsible person has received the all clear from Emergency Services.

STEP 4- Designated First Aid Person

- Collect the emergency backpack with epipen and emergency asthma puffer
- collect the visitor book and staff sign on sheet
- While collecting these items check through all rooms to check for children or adults (3 rooms, laundry, bathrooms, staff room, office)
- Join everyone at the assembly point and check attendance rolls for staff and visitors.

STEP 5- Remain at assembly point until NS/RP has been advised by emergency services to re-enter service.

LOCKDOWN

Aim

A lockdown can occur when there is bad weather, toxic spills or dangerous persons etc.

PROCEDURE (WARATAH) -

A staff member is to make an announcement that the Centre is in a lockdown situation. (the staff member making the announcement is to confirm each room has been made aware of the lockdown situation).

The most senior staff member or Responsible Person on the premises is to control the lockdown.

All staff and children are to remain and or proceed indoors and follow lockdown procedures:

1. Lock all doors and windows;
2. Keep all children inside;
3. Take children, attendance sheet folder and emergency medication e.g Epi Pens, Asthma Medication etc into areas as specified below:

Lucy's Room/Nursery: Nursery cot room.

The Dancing Lawn/2-3 year old room: Craft prep area

The Great Wood/Preschool: Centre of main room obscured from the window

If not safe to do so, take the children to the closest secured room with no visible access from outside.

4. Keep the front door locked, and do not open;
5. **Telephone POLICE: 000;** or other Emergency Services, if required. (NO other phone calls are to be made).
6. Notify Centre Director and Proprietor;
7. Follow directions from Controlling Staff Member.

Centre Director will direct the release of children in person or by phone.

An "All Clear" announcement will end the lockdown

Centre Director or Controlling Staff Member to notify parents as soon as possible after the lockdown via email.

Lockdown Checklists are to be completed by each room and office, after "All Clear".

PROCEDURE (GOSFORD) -

A staff member is to make an announcement that the Centre is in a lockdown situation. (the staff member making the announcement is to confirm each room has been made aware of the lockdown situation).

The most senior staff member or Responsible Person on the premises is to control the lockdown.

All staff and children are to remain and or proceed indoors and follow lockdown procedures:

1. Lock all doors and windows;
2. Keep all children inside;
3. Take children, attendance sheet folder and emergency medication e.g Epi Pens,Asthma Medication etc into areas as specified below:

The Dancing Lawn/2-3 year old room: Store Rooms

The Great Wood/Preschool: Store Rooms

If not safe to do so, take the children to the closest secured room with no visible access from outside.

4. Keep the front door locked, and do not open;
5. **Telephone POLICE: 000**; or other Emergency Services, if required.
(NO other phone calls are to be made).
6. Notify Centre Director and Proprietor;
7. Follow directions from Controlling Staff Member.

Centre Director will direct the release of children in person or by phone.

An "All Clear" announcement will end the lockdown

Centre Director or Controlling Staff Member to notify parents as soon as possible after the lockdown via email.

Lockdown Checklists are to be completed by each room and office, after "All Clear".

PROCEDURE (PORT STEPHENS)

STEP 1

-Person discovering emergency situation raises the alarm by blowing whistle (3 SHARP SHORT BLOWS)

-Person discovering notifies the nominated Supervisor or Responsible Person -Person discovering notifies all room of the situation and the *designated lock down assembly point, then assist with the children

STEP 2

Nominated Supervisor/Responsible Person calls emergency services and liaise with them and the school.

-Collect the portable phone

-Assist with the children

-Once children are safely at *lock down assembly point keep educators/staff updated and continue liaising with emergency service and school.

ADDRESS FOR EMERGENCY SERVICES:

186 Salamander Way, Salamander Bay Narnia Christian Preschool and Early Childhood Centre.

STEP 3

Educators and Staff:

- Lock all external doors and windows in your room
- Collect the sign in book for your room and children's medication and medication plans
- Gather and walk children calmly to the designated assembly point for lock down.
- One staff member from each room check attendance rolls for children
- Designate First Aid person check attendance rolls for educators and visitors.
- If anyone is missing inform NS/Responsible Person immediately
- Supervise the children until the NS/Responsible person has received the all clear from Emergency Services.

STEP 4

Designated First Aid Person

- Collect the emergency backpack with epipen and emergency asthma puffer
- collect the visitor book and staff sign on sheet
- While collecting these items check through all rooms to check for children or adults (3 rooms, laundry, bathrooms, staff room, office)
- Join everyone at the assembly point and check attendance rolls for staff and visitors.

STEP 5

Remain at assembly point until NS/RP has been advised by emergency services to re-enter
*main designated lock down assembly point is: Cot Room for Lucy's Room. Foyer outside Director's office for Great Woods and Dancing Lawn as it's the only space children cannot be seen from the outside.

This policy links to the following:

National Quality Standards 2.3

Education and Care Service National Regulations 2011: 97, 98, 99(4)(d)(ii), 168