



# NARNIA EARLY LEARNING

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

## EMERGENCY MANAGEMENT PLAN EMERGENCY EVACUATION AND LOCK DOWN PROCEDURES CESSNOCK

### 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 exits.

An Emergency Evacuation rehearsal must occur every 3 months by the staff members, volunteers and children present at the service on the day of the rehearsal and the responsible person in relation to the service who is present at the time of the rehearsal.

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.

The approved provider must ensure that a **risk assessment** is conducted to identify the potential emergencies that are relevant for their service.

The staff of the service must have ready access to an operating phone or mobile to enable immediate communication to and from parents and emergency services.

### PROCEDURE (CESSNOCK)

**Step 1** – The person discovering the fire, should blow a whistle situated near the entry to the Prep room and the office and alert other staff members to the location of the fire. This staff member assumes the role of Chief Warden and conducts the evacuation. The evacuation pack is kept on the side of the fixed storage shelves near the Directors Office. The Chief warden pack has the centre first aid kit, epipen, asthma puffer and list of allergies/asthma/anaphylaxis.

**Step 2** – Other staff on the premise evacuate children, parents and visitors to the allocated evacuation area on the grass area. Staff should take an ipad and 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 on the field.

The Warden is to check all areas for children and staff. The Warden is to 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 – Narnia Early Learning; Prep (Nulkaba at SPCC Cessnock)**
  - 2) **Address of the Centre – 10 Lomas Lane, Nulkaba, NSW 2298**

### **3) Nearest cross street – Wine Country Drive**

- Dial SPCC Reception if requiring support or if they are not aware of the evacuation (DIR 2101) - 40075000.
- **Step 4** – When children are safely evacuated, staff will begin to phone parents if deemed necessary.

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

## **LOCKDOWN**

### **Aim**

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

A lockdown rehearsal must occur every 3 months by the staff members, volunteers and children present at the service on the day of the rehearsal and the responsible person in relation to the service who is present at the time of the rehearsal.

### **PROCEDURE (Cessnock)**

A staff member is to make an announcement that the Prep is in a lockdown situation or respond to the internal communication within the school – **code word : MR LOCK.**

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

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

1. Lock all doors and windows;
2. Keep all children inside;
3. Take children, ipads with electronic sign in and emergency medication e.g Epi Pens, Asthma Medication etc the specified area.

**Prep:** In back corner next to the Director's office shielded by shelves and screens.

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). Where possible use a mobile phone to communicate with the school personnel for assistance.
6. Notify Centre Director and/or Responsible Person if not present.
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".

*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*