



# 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 WARATAH

### 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.

### PROCEDURE (WARATAH) -

**Step 1** – The person discovering the fire, activate phone system from the admin phone 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 resource room on the back of the door. The Chief warden pack has the centre EpiPen, asthma puffer and list of allergies/asthma/anaphylaxis.

**Step 2** – Other staff 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 an iPad and office staff should take the staff and visitors sign in book where possible and not delaying the evacuation of children.

Walkie talkies located in the two offices should be collected (at least one) as this is the communication device used to contact the school.

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.

Great Woods educators collect the portable first aid kit from their room as they evacuate.

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.

The Wardens are to check all areas for children and staff. The Area Warden is to assist in the safe evacuation of children, being the last to vacate the premises after the children.

The area Warden must communicate with the school using the walkie talkie to ensure that we receive the assistance required and report that our service is successfully vacated.

**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 1021. 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.

## **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 (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). This is done by activating music from the admin phone that plays throughout the centre.

**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, iPads with electronic sign in and emergency medication e.g Epi Pens, Asthma Medication etc into areas as specified below:

**Lucy's Room/Nursery:** Nursery room with lights out and blinds/curtains drawn.

**The Dancing Lawn/2-3 year old room:** Kitchen area with blinds/curtains drawn.

**Little Woods/Preschool:** Back corner of room with blinds down

**The Great Wood/Prep:** In book corner shielded by lockers.

**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). Where possible use the communication walkie talkie to communicate with the school personnel for assistance.
6. Notify Centre Director and/or Responsible Person;
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*