



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 GOSFORD

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 all exits (including internal doorways that are part of the evacuation route)
- 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. The rehearsal will be conducted across each day of the week to ensure all children and staff participate. At times an additional evacuation rehearsal may occur in conjunction with the school to practice a full site 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 E EMERGENCY EVACUATION -

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:
 - 1) **Name of Centre**
 - 2) **Address of the Centre – 20 Narara Creek Road, Narara NSW 2250**
 - 3) **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.

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. The lockdown will be conducted across each day of the week to ensure all children and staff participate. At times an additional lockdown may occur in conjunction with the school to practice a full site lockdown.

PROCEDURE FOR LOCKDOWN -

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: Sit on floor on mat

The Great Wood/Preschool: Sit on floor on mat

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”.

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