



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 PORT STEPHENS

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 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 (PORT STEPHENS)

STEP 1- Person discovering emergency situation raises the alarm by pressing evacuate button on Directors office phone

-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.

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 (PORT STEPHENS)

STEP 1

- Person discovering emergency situation** raises the alarm by **pressing lockdown button on Directors office phone**
- 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. Little Woods and Great Woods meet in their own rooms underneath the bay windows.

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