



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 NARNIA YOUNG PARENTS EARLY LEARNING CENTRE - 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. 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 (NARNIA YOUNG PARENTS EARLY LEARNING CENTRE - 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 director/responsible person assumes the role of Area Warden and conducts the evacuation. The evacuation trolley is kept in the foyer at the front of Cottage. The Evacuation trolley needs to include the centre EpiPen, asthma puffer and list of allergies/asthma/anaphylaxis. The Area Warden needs to take a mobile phone, iPad, staff and visitor's sign in books while not delaying the evacuation of children.

Step 2 – Other staff on the premise evacuate children, parents and visitors to the allocated evacuation area outside at the front gate. One staff member from each room will check all areas prior to evacuating the room.

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

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

A portable first aid kit is kept in the evacuation trolley.

If the risk of remaining in the grounds is severe, staff should move the children to the Dale Evacuation Point in the carpark adjacent to Narnia Young Parents Early Learning Centre – Waratah.

The Area Warden will allocate a staff member 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 Fire Department and Dale School using the mobile phone 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 – 98 Georgetown Road, Waratah NSW 2298**
 - 3) **Nearest cross street – Harriet Street**
- Dial Dale School reception **49492929**.

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 (NARNIA YOUNG PARENTS EARLY LEARNING CENTRE - 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 contact the other room by phone to ensure everyone has been made aware of the lockdown situation).

The Director/Responsible Person on the premises is to control the lockdown. Room leaders in each room are to take the lead in their individual rooms.

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:

The Cottage (0-2 year old room): cot room next to office.

The Treehouse (2-5 year old room): sleep room.

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.

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

An “All Clear” announcement will end the lockdown

Centre Director/Responsible Person to notify parents as soon as possible after the lockdown by notifying Dale Young Parents School or 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