



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 YOUNG PARENTS WYONG

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 (YOUNG PARENTS WYONG) -

Step 1 – The person discovering the fire, should raise the alarm to all occupants of the Young Parents Hub. Continuous siren means evacuation. The chief warden will notify occupants where the fire is located. The person in charge will put on orange vest located outside the main office door. There is an asthma puffer and list of allergies/asthma/anaphylaxis located in emergency pack near the exit door. EpiPen is located in the first aid kit in the main bathroom.

Step 2 – Other staff on the premise evacuate children, parents and visitors to the allocated evacuation area outside at the Pacific Hwy side of the building. 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.

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.

If the risk of remaining in the grounds is severe, staff will be advised by the chief warden where to re locate

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 Hub Warden 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. Hotspot to WiFi if not available on services devices.

- Contact the Emergency Service eg Fire Brigade on 000 stating:
 - 1) **Name of Centre**
 - 2) **Address of the Centre – 2a Amy Close Young Parents Hub Wyong**
 - 3) **Nearest cross street –Pacific Hwy Nth Wyong**

Step 4 – When children are safely evacuated, if parents are not on premises staff will begin to phone parents if deemed necessary. Hotspot to a staff members phone if WiFi is not available.

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

LOCKDOWN /SILENT

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 (Young Parents Wyong) -

A staff member is to make an announcement that the Centre is in a lockdown situation.

(the signal to other staff and participants of The Young Parents Hub is classical music or direct communication (Silent)

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:

All Babies/Children and staff inside to lock down in the staff room.

Everyone in the outside area to lock down in the top 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.
(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