



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

EMERGENCY AND EVACUATION

Date Approved: 27/2/13

Related Legislation

- Education and Care Services National Law Act 2010: Sections 167, 169
- Education and Care Services National Regulations: Regulations 97, 98, 168(2)(e)
- Work, Health and Safety Act 2011
- Work, Health and Safety Regulation 2011 Regulation 43

Related Guidelines, Standards, Frameworks

- National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2 Health and Safety

Sources

- Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS3745-2002)
- NSW Department of education: Incident Reporting

Policy Statement

Jumbunna is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations including:

- Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations (see *Dealing with Medical Conditions Policy*);
- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development
- Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Goals - What are we going to do?

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the Centre is paramount.

Strategies - How will it be done?

Risk Assessment for Potential Emergencies

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our service.

Detailed risk assessment and control measures of potential emergencies the service may be exposed to. Documentation is assessed and updated periodically and when needed as circumstances change.

Detailed, specific procedures to follow in the event of any emergency or evacuation including:

- a. Natural disaster
- b. Fire or smoke
- c. Snake or other potentially dangerous animal
- d. Loss of power or water
- e. Intruders
- f. Outbreak of infectious disease or illness
- g. Death of a child or adult

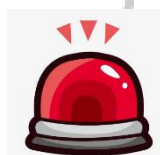
A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position in the foyer near each exit at the service.

Staffing rosters ensure that at least one Educator who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training will be immediately available in the event of an emergency.

Emergency telephone numbers are clearly displayed above every telephone.

Educators who discover an emergency are required to initiate the correct procedures. They will alert the Responsible Person immediately so that they can determine and implement control measures. If a fire they will blow the whistle and initiate evacuation.

After immediate assessment, the Responsible Person will then call LOCKDOWN, LOCKOUT or an EVACUATION depending on the type of emergency.



Lockdown Procedure

Lockdown is a procedure to be used when there is an immediate threat to the school and to secure children and staff in rooms.

It is used when:

- A threat is specific
- An incident is happening directly threatening the Centre
- Activities cannot continue until the threat is over.

The general manager will make the decision to go to lockdown if advised of a serious threat on premises, or threat to enter the premises.

Alarm

Classes will be informed via phone.

Responding to the alarm

- The general manager or responsible person will call 000
- Teachers will quickly check outside classrooms for children and bring them into their classroom
- All doors and windows are to be locked and blinds pulled down in the classrooms
- Children should be moved away from line of sight of doors and windows and kept close to staff on the floor
- Staff must complete a roll check to ascertain if any child is missing

- If you are engaged in an outside activity, staff are to take their children to the nearest classroom and commence lockdown procedures

After the lockdown

Everyone must remain in lockdown mode until the “All clear” is given. All classrooms will be informed via phone. Staff are to stay with children and reassure them before returning to normal routines.



Fire Procedure

Fire procedure to be used when there is a fire threat to the school and to secure children and staff away from danger in a carpark.

Alarm

Classes will be informed by repeated whistle blasts. On hearing the whistle blasts, all staff are to stop what they are doing and move the children calmly to the

Responding to the alarm

- The general manager or responsible person will call 000
- Office staff are to collect the red emergency bag in office store room, mobile phone, bus ipad and staff in book plus the visitor sign in clipboard.
- Educators will quickly check outside and classrooms for children and calmly move all children to the evacuation/assembly point – carpark 1 or carpark 2.
- Children are to be counted by a staff member when exiting the gate or back door of the office by counter located in the staff room or at the back door. Staff are to be counted separately to the staff sign in book.
- The General Manager, Deputy General Manager or Responsible Person will wait at the main gate area for emergency services.

After the emergency

Everyone must remain in the carpark until the “All clear” is given. Staff are to stay with children and reassure them before returning to normal routines.

Evacuation Drills and Emergency Evacuation

Emergency and evacuation drills are rehearsed every three months by the staff, 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.

Each drill is documented to include the date, time, how many people are in the building according to attendance registers, how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any), any problems encountered, weather conditions, and any additional notes. This documentation is kept for a minimum of three years.

Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.

There is a large emergency cot that is to be used for any children not walking during evacuations. This cot is to be checked regularly and maintained in a sturdy condition to ensure its safety at all times.

Emergency whistles are provided in designated areas throughout the service. Whistles are only to be used for evacuation purposes.

After the Emergency is Over

In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.

If able to return to the building, with reassurance and calmness, walk back to the centre following the safety procedures, recheck that all children have returned and discuss as developmentally appropriate the emergency that has taken place.

Consider counselling services for anyone affected by the emergency.

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none">• Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167)• Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations.• Ensure the following documents are attached to this policy:<ul style="list-style-type: none">a) risk assessment - reviewed at least on an annual basis;b) emergency and evacuation procedures; andc) emergency evacuation floor plan.• Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.• Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets and that staff are adequately trained in their use.• Ensure that emergency equipment is tested as recommended by recognised authorities.
Nominated Supervisor	<ul style="list-style-type: none">• Implement duties as listed above and directed by the Approved Provider.• Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these.• Ensure that all staff are trained in the emergency evacuation procedures.• Ensure that all staff are aware of emergency evacuation points.• Ensure that families are regularly reminded of the emergency procedures in place at the service.• Ensure that rehearsals of emergency and evacuation procedures are regularly scheduled and rehearsed, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures.• Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events.

Role	Authority/Responsibility For
Nominated Supervisor	<ul style="list-style-type: none"> • Provide staff with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children. • Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed • Ensure all staff are provided with feedback forms after each evacuation. • Ensure all emergency contact lists are updated as required.
Early Childhood Educators	<ul style="list-style-type: none"> • Ensure the attendance record accurately reflects the attendance of each child. • Ensure the time of arrival and departure is noted in the attendance for every child. • Sign yourself in/out on the staff attendance record. • Display the emergency procedure plan for your room in a prominent position. • Practice the external procedure by different exits. • Practice the internal procedure. • Familiarise yourself with evacuation procedures in each area of the service. • Familiarise relievers, students and visitors with the procedure at the beginning of the shift. • Ensure all items in emergency bags are present. • Check the number of children in your care regularly throughout the day. • Provide children with learning opportunities about emergency evacuation procedures. • Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills. • Assist the Nominated Supervisor in identifying risks and potential emergency situations. • Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations. • Ensure they are aware of the placement of operating communications equipment and emergency equipment, and are confident in their ability to operate them.
Families	<ul style="list-style-type: none"> • Familiarise selves with the service's emergency and evacuation policy and procedures and the service's <i>Emergency Management Plan</i>. • Ensure the completion of the attendance record on delivery and collection of their child. • Provide emergency contact details on their child's enrolment form and ensure that this is kept up to date. • Follow the directions of staff in the event of an emergency or when rehearsing emergency procedures.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Emergency and Evacuation	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2024
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 30 June 2022		

ATTACHMENT A

Risk Management Approaches to Emergency Situations

Natural disaster: storm, flood

Harm: risk of injury to children and staff, damage to property, isolation due to roads being cut

Controls: Follow local emergency information as broadcast on radio/paper/tv; phone SES; General Manager will make decision as to sending staff/children home and closing centre based on information; General Manager and staff living locally will monitor buildings, cars. If event occurs without prior warning eg. Flash flooding then General Manager will make decisions regarding contacting parents to come and collect children and sending staff home

Fire: Bush fire, Electrical fire

Harm: injury to persons, damage to property and buildings

Controls: smoke detectors, regular drills, electrical checks, annual inspections, waste secure, grounds mown, fire extinguishers in place and serviced; staff education, policies and procedures

Snakes: (spiders, vermin, ants)

Harm: injury to children and staff; ranging from irritation, allergic response and death

Controls: daily checks, education for staff and children, repellants, traps, gardens mown and plantings reduced, outside rubbish cleared, annual spraying, cleaning schedule; contact WIRES for removal

Seasonal issues may require rescheduling of activities, on the spot cleaning

On the spot decisions will be made by General Manager in view of safety of children, including removal of children from danger.

Missing child/escaping child

Harm: injury to child, hit by cars, psychological stress

Controls: supervision inside and outside, secure fencing and gates, signage, roll checks, procedures to tag high risk children, engaging program so child does not want to escape; regular staff discussions regarding high risk children, and procedures in event of this situation.

Non-Contact parent/partner/family looking for their child

Harm: psychological stress to family/child/staff, risk of physical harm, kidnap

Controls: limited entry points to Centre, doors locked, enrolment forms list authorised people to collect, and bus staff has specific instructions; lock down procedures practiced; court orders/photos; regular drills in lock down

Intruder: Robbery, violence, psychologically unstable

Harm: risk to staff and children, damage to property

Controls: limited entry points to Centre, doors locked, enrolment forms list authorised people to collect, bus staff have specific instructions; lock down procedures practiced, Safe handling of money procedures; valuable items secured and out of sight, door locking procedures, security service

Action:

Medical Emergency

Harm: health risks to children, staff and any persons on premises

Controls: health plans for children/staff as required; for existing conditions prior to enrolment/employment; for conditions that develop while attending or working at the Centre; for children requiring short term medication – short term procedure in place; storage of medications and administering of medications policies and procedures; lists in staff room, regular whole staff discussion as required; telephone access to ambulance, supervision plans in class/playground, first aid kits, emergency Ventolin, staff education and updates on medical conditions as per first aid training and as individual children are enrolled; staff trained in first aid and identified; Speech Pathologist assessment of all children at risk of aspiration; First aid forms

Suspicious parcel/bomb/explosive threat

Harm: physical danger to staff, children and damage to property, psychological trauma

Controls: staff collection of mail from post office, do not open if concerned; or phone local police.

Threatening phone calls

Harm: psychological trauma

Controls: hang up, staff to discuss with General Manager, advise police,

Working in isolation

Harm: physical danger to staff, psychological trauma. Possible scenarios:

- Staffroom,
- R3,
- R8,
- home visits,
- travelling,

Controls: Staff training, phone contact with Centre, register of who is where and what time they are expected back, staff to ring prior to attending to discuss possible risks – dogs, AVOs, sign in/out check, time

Action

Bus

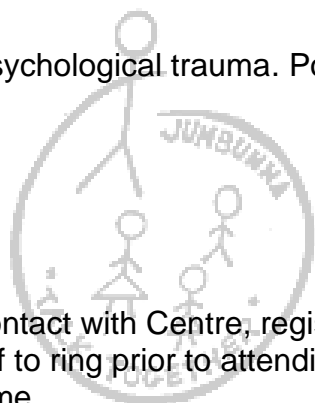
Harm: vehicle accident, psychological trauma, irate parents, no one home

Controls: phone contact with Centre, register of addresses and contacts, 2 staff at all times, age appropriate restraints, first aid kit, fire extinguisher, insurance NRMA membership.

Driving Jumbunna vehicles

Harm: vehicle accident, flat tyre, vehicle maintenance, psychological trauma, physical injury.

Controls: phone contact with Centre, regular schedule of maintenance and upgrades, key register, adequate fuel supplies, insurance, NRMA membership, sign in/out check, note on white board.



SES	132500
Casino SES	6662 1889
Casino Police	66 620099
Casino Community Health	6662 4444
Poisons	131126
Lismore Women's Refuge	66212685
Insiteful Counselling	6622 3276
Casino Aboriginal Health	6662 1068
Mental Health Lismore	1300 369 968
Rape Crisis Centre	1800 424 017
Alcohol and Drug Info Line	1800 422 599
Women's Health Matters, Lismore	6620 2999
Anxiety Management	6620 2180
Sexual Health	6620 2980

http://www.health.nsw.gov.au/emergency_preparedness/pages/default.aspx

http://www.rfs.nsw.gov.au/file_system/attachments/Attachment_BushFireSurvivalPlan.pdf