

POLICY: EMERGENCY EVACUATION PROCEDURES



QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

AIM

In an emergency evacuation it is the priority of staff at the Pre-School, to ensure that all children and staff under their care are evacuated in a safe and orderly manner.

The Pre-School will:

- Conduct ongoing risk assessments' and reviews of all potential emergency and evacuation situations for eg. In the case of a fire, flood, bomb threat or any other such emergency.
- Develop emergency evacuation procedures around each potential emergency situation and ensure full awareness by all staff through the provision of regular rehearsal and evaluations of emergency and evacuation procedures (quarterly).

STRATEGIES

The approved Provider and Nominated Supervisor will:

- Work together with staff to identify potential emergency and evacuations situations that may arise at the Pre-School, to identify all risks associated with such situations. This risk assessment will be attached to this policy and reviewed at least on an annual basis.
- Work together with staff to develop procedures to manage all risks associated with emergency and evacuation situations. These procedures will be attached to this policy.
- Ensure the development of an emergency evacuation floor plan. This floor plan will be attached to this policy.
- Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near the office telephone .

- ⇒ **Education and Care Services National Regulations 2011: 97**
- ⇒ **Link to ACECQA Quality Area Standard 2.3, Element 2.3.3**
- ⇒ **See Emergency Planning and Emergency Management Guidelines retrieved from Department of Education and Communities website April, 2013**

- To ensure prompt action, the following should be displayed by the phone at the Pre-School: **the street address of the Pre-School, the closest cross road to the Pre-School and the access point for the Pre-School for emergency service vehicles.**
- 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.
- Ensure that an up-to-date emergency contact list is located in the first aid kit that is to be collected by the First Aid Officer in the case of an emergency.
- Educators and staff will ensure they are aware of the placement of communication equipment and emergency equipment, and are confident in their ability to operate these.

COMMUNICATION AND DISPLAY OF EMERGENCY AND EVACUATION PROCEDURES

The Approved Provider and Nominated Supervisor will:

- 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 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 Pre-School.
- Educators and staff will contribute to the development of emergency and evacuation procedures ensuring they are aware of the emergency evacuation procedures.

SCHEDULED AND SPONTANEOUS REHEARSALS OF RESPONSES TO EMERGENCY SITUATIONS

The Approved Provider and Nominated Supervisor will:

- Provide staff and educators with specific procedures around all potential emergency situations.
- Ensure that the evacuation procedures are in accordance with the evacuation floor plan.

- Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedure over the course of a week.
- Staff will provide children with learning opportunities about emergency evacuation procedures (Group discussions, Fire Personnel visits, fire drills and lockdown procedure practices) .
- Staff will be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.
- Ensure that staff are aware of when scheduled emergency evacuation drills are to take place. The Nominated Supervisor will also advise Firth's Furniture Store and Woolworths Management when the Pre-School will be undertaking emergency evacuation drills.
- After an emergency evacuation drill, staff will complete an evaluation form about the emergency evacuations' effectiveness and what may need to be changed to improve the safety procedures of the evacuation process, for staff, children and families.

Documentation and record keeping:

- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed.
- Ensure all emergency contact lists are updated as required and kept in the First Aid bag.
- Complete after every fire drill an evaluation of the effectiveness of the emergency evacuation procedure.

Emergency Evacuation Procedure:

- The Director (Fire Warden), Nominated Supervisor, Certified Supervisor or the responsible person on the premises will blow a whistle 'once' to alert children and staff to take action to evacuate the building.
- The Administrator is responsible for the collection of the mobile phone and the children's roll from the room as this is a more accurate option than the roll in the foyer.
- The First Aid Officer is responsible for the collection of the First Aid Kit which contains the current contact details of all children enrolled at the Pre-School and the collection of the medication box and key.

- All other staff members are to check that the building has been cleared of all children, staff, family members and visitor.
- Staff will assist in the evacuation of the children to the Emergency Assembly Point located on Comur Street near the bus stop under the Woolworths verandah.
- A roll call will be conducted for children and staff to ensure all have left the building safely.
- A phone call will be placed to the Fire Brigade .

Emergency Numbers: To enable prompt action, the following should be displayed by the phone in the Pre-school:

- A list of emergency numbers
- The street address of the Pre-school
- The nearest cross road to the Pre-school
- The access point to the Pre-School

EMERGENCY LOCKDOWN PROCEDURE

When a threat occurs the Authorised Supervisor or Director will implement the following procedure:

- Contact Police with as much information as possible.
- The lock down signal will be three sharp blows on a whistle and say **“Lockdown”**.
- Immediately close and lock doors and windows.
- Keep all children inside the classroom.
- Do not answer any knocks on the door.
- Use the phone for a medical emergency.
- The Authorised Supervisor, Temporary Authorised Supervisor or Director will direct children’s release in person or by the telephone.
- An **ALL CLELAR** announcement will end lockdown and provide closure.
- In due course, all parents will be notified of the reason and circumstances for the **‘Lockdown’**.

Developed: 2006

Reviewed: Mar 13, Mar 15

Fire Evacuation Plan



Fire Hydrant



Fire Blanket

