

EMERGENCY AND EVACUATION POLICY AND PROCEDURES



INTRODUCTION

RECC has policies and procedures to provide a safe environment for staff and children attending the Centre. This policy is a requirement of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011 that require to maintain a policy regarding emergency and evacuation [Regulation 168 (2)(e)].

The intent of this policy is to ensure that RECC has plans to effectively manage incidents and emergencies and that these plans are practised and implemented as required by Regulation 97 of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011.

This policy will be applied in the unlikely event that fire, bomb threat, earthquake, flood, severe storm or other emergency affects the Centre and its development has been informed by the Centre's Risk Assessment for Emergencies [Regulation 97(2)]. Medical emergencies will be handled in accordance with the Illness and Medical Conditions policies.

ROLES AND RESPONSIBILITIES

Building Warden

The Building Warden is the most senior person at the Centre if an emergency situation arises or an evacuation is conducted. The Building Warden provides a coordination function in an emergency situation, which may include requesting assistance from the Centre Director and other staff. This allows for a continuation of caring responsibilities and necessary functions.

The appointed Building Warden is Saroj Kookana (Assistant Director) in Mrs Kookana's absence Sally Mahmoodian is the next contact person; details are posted in the Staff Room. The Building Warden is provided with Work Health and safety workshops specifically about requirements of a safe business every 6 months (in accordance with *AS3745-2010 Planning for emergencies in facilities*).

Centre Director

The Centre Director will continue to perform their normal duties in an emergency situation. Office staff will provide administrative and coordination support and liaise closely with the Centre Director and Building Warden.

Emergency and Evacuation Policy and Procedures

Senior Educators

Senior Educators will ensure their staff follow emergency and evacuation procedures in a professional and orderly manner. Senior Educators will also ensure that any visitors who may be in the Centre are escorted and attended to. It is also the responsibility of Senior Educators to direct one of their rooms educator to collect their sign in/out folder from the foyer, their first aid kit as well as any other medication that children may need.

All other RECC staff

Employees will primarily care for and escort children in a calm and professional manner. Once personal safety is assured, staff should take the opportunity to help children understand the events occurring around them and aid the children's coping skills. This may be through a simple game or quiet time activities.

EVACUATION PROCEDURE

The evacuation plan clearly marked with all exits is attached to this policy at page 7 [Regulation 97(1)]. It is also posted at all centre exits and in the staff room [Regulation 97(4)].

The Building Warden is responsible for the safe and efficient evacuation of the Centre. The **first priority** is to safely remove the children from the building in a quick and orderly manner.

Each room will use their nominated EXIT door to facilitate an orderly evacuation to the Assembly Point. If the nominated EXIT door is blocked or inaccessible, the Senior Educator should identify and assist staff and children to evacuate through the nearest available EXIT door.

The nominated EXIT doors for each room are:

Nursery: Back Door to playground

Toddlers : Back door to playground

Junior Pre-School : Back door to playground

Pre-School: Back door to playground

Office / Foyer: Through Pre-School or kitchen to back door of Pre-School into playground

If a staff member is in the staff room, bathroom, laundry or chemical room, they are to return to their room and assist with the evacuation. The Building Warden will check these areas before evacuating the building if safe to do so.

Adults who refuse to evacuate will be noted on the attendance sheet as remaining in the building. Capable adults should assist to remove any unconscious adults or children from the Centre. Acknowledging the limited ability of babies to walk, the Nursery Senior Educator will identify the safest method of efficiently evacuating all babies to the Assembly Point.

The Centre Director, or nominated supervisor, will ensure that the following items are taken to the Assembly Point:

Emergency and Evacuation Policy and Procedures

- 1 staff daily attendance sheets
- 2 emergency contacts of parents/guardians
- 3 the Centre mobile phone [Regulation 98]

A Room Assistant will collect the following items from their room and bring to the Assembly Point:

- 1 First Aid Kit
- 2 Medications and the Medicine Book
- 3 Children's sign in and out folder from the foyer.

Assembly Point

All people are to gather at the end of the playground near the back gate. A roll-call will be conducted by each Room Leader to ensure all adults and children are present and accounted for. Each Room Leader will report the results of the roll-call to the Building Warden.

The Building Warden will monitor the situation and advise the Centre Director and Room Leaders if and when they should relocate from the Assembly Point. The Building Warden will identify an appropriate and safe site, such as a nearby park area or the CIT grounds. The Building Warden will remain outside the Centre and await the Fire Brigade unless it is unsafe to do so. If it is unsafe to remain close by, the Building Warden will **call 000** to advise where the new Assembly Point is.

Emergency Services

The Building Warden will **call 000** and notify Emergency Services to request the appropriate service: Fire Brigade, Police and/or Ambulance. It may be necessary to request assistance from one or more of the emergency services, depending on the nature of the situation. Emergency phone numbers (including 000) are listed on or next to phones in the Centre.

The Building Warden will notify Emergency Services of the condition of the occupants or any other requirements.

ADDITIONAL INSTRUCTIONS

Fire

Immediate action to be taken by the person who detects a fire in the Centre is listed below, in order of action required.

- Calmly alert people nearby including the Room Leader/s and the Building Warden
- Initiate evacuation procedures
- If possible to do so safely, close all doors and windows to slow the progress of a fire.

The Building Warden will call the Fire Brigade on 000 and advise them of the details outlined above in the evacuation procedure. Staff are not required to put out a fire,

Emergency and Evacuation Policy and Procedures

however may use the supplied fire extinguishers (if trained) to assist with dousing minor fires.

Fire extinguishers are located in each room and one in the foyer. Exact locations are:

Foyer	In the fire hose cupboard
Nursery	Hanging on the left wall of the washing sink
Preschool	Next to the store room
Junior Preschool room	Outside of the kitchen wall
Toddlers	Next to the exit door

Smoke detectors are installed in each room and in the foyer. An officer from CIT is responsible to test the alarm every 3 months to make sure that it is sensitive to detect smoke.

Bomb Threats

Bomb threats may come via a range of methods, however as telephone is the most common way threats are communicated that is the focus of this policy. Any bomb threat should be treated as genuine. During the conversation, the staff member should attempt to calmly advise another person of the threat, such as by a written note. Making a written note will also identify the details of the threat without tipping off the caller making the threat. The second person should use an alternate phone line to contact the police and seek assistance.

The person who receives a bomb threat call should endeavour to keep the caller talking and obtain information from the caller as outlined in the bomb threat checklist which will include:

- Location of the bomb
- Date and time the bomb is due to explode
- Caller's identity
- Type of bomb (timer or detonator)

During the conversation, if it appears that people within the Centre may be in danger, the building should be evacuated immediately to a safe location (away from the bomb and protected by the lie of the ground). The person talking to the caller should advise another staff member to initiate evacuation procedures, noting that the emergency exits and Assembly Point may need to be altered.

The Assembly Point in the event of a bomb threat may not be the same as for other emergencies given the seriousness of the situation. The Building Warden will assess the risk and determine an appropriate safe location to move employees and children to as required.

Emergency and Evacuation Policy and Procedures

Earthquake

Staff are to immediately move with all children to a sheltered area, such as under tables, or similar structurally safe place. When the tremors have ceased, the Senior Educators will assess the damage before removing all children from the Centre using nominated exits or any available suitable openings.

Care is to be taken in conducting any searches as electrical wires may be exposed, fire and explosions may occur and structures may be unstable. If anyone is trapped, an assessment of the dangers from external sources is to be made before first aid or rescue is attempted.

The Assembly Point after an earthquake will be the Scout Hall at the side of the centre.

Flood

Given the location of the Centre on high ground, it is very unlikely that the Centre would be flooded. However, if persistent torrential rains fall, the surrounding roads may become inaccessible and cause employees and children difficulty in leaving the Centre.

The Building Warden will assess the situation before initiating evacuation procedures. The risk assessment should consider additional hazards (exposed or fallen electrical wires, floating debris, etc) to determine the safest evacuation route and Assembly Point. Group safety is to be given priority at all times, so the Assembly Point may be moved for safety reasons.

The standard Assembly Point for flooding is the Scout Hall at the side of the Centre.

Severe Storm

Senior Educators will coordinate the staff in their room to move all children to sheltered areas inside the building and away from obvious hazards (windows, glass doors or partitions). Windows and any other fragile sections of the external building should be reinforced or covered as a secondary safety precaution. This may require masking tape on windows in an "X" pattern or covering the windows with extra material such as towels or sheeting.

Care is to be taken when leaving the Centre or when conducting searches as high voltage electrical lines may be down, broken glass may be present and trees may be uprooted and unstable. If anyone is missing or trapped, an immediate assessment of the dangers from external sources is to be made before first aid or rescue is attempted.

Extreme weather combined with a power outage

In the event of a power outage on an extremely hot or extremely cold day it may be necessary to close the Centre. If there is a power outage on a very hot or cold day the Centre Director will first attempt to ascertain when the power is expected to resume and then monitor the internal temperature of the Centre. If the Centre Director determines that the internal temperature in the absence of working air conditioning or heating is either too hot or too cold and presents a health risk to the children or staff they can make the decision, in consultation with the President of the Management Committee (or other senior member of the Management Committee if all reasonable steps to contact the President have been unsuccessful). Emergency Services may be contacted if it is considered necessary to monitor the health and welfare of the children. Parents or nominated emergency contacts are to be contacted via the bulk SMS service that there has been an

Emergency and Evacuation Policy and Procedures

emergency and that their child needs to be collected immediately. The Centre Director shall negotiate with the CIT to move children awaiting collection to another site on campus (such as the library) if this is deemed a safer place for them to be.

Emergency and Evacuation Policy and Procedures

EMERGENCY AND EVACUATION PROCEDURE REHEARSAL

In accordance with Regulation 97(3)(a) of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011, the Centre Director will ensure that evacuation procedures are rehearsed at least every three months. All employees and children present must participate. In accordance with Regulation 97(3)(b) of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011, these practise drills will be documented and sent (email/fax) to the Children's Policy and Regulation Unit in a timely fashion.

POST EMERGENCY PROCEDURE

The RECC Director will inform, as soon as practicable, all RECC parents/guardians of the nature of the emergency and possible consequences for children.

Emergencies may have an emotional and psychological impact on people, which can affect individuals for an extended period after the event. The RECC Director will debrief staff as soon as practicable after an emergency situation. The Director will also advise staff and RECC families of support networks and counselling services available for children, families and staff following an emergency.

Children's ability to feel secure and safe may be affected following an emergency situation. RECC programming post emergencies will aim to encourage children to express their thoughts, feelings and emotions regarding the incident.

RELATED POLICIES:

Illness Policy
Medical Conditions Policy
RECC Risk Assessment for Emergencies
Work Health and Safety Policy

SOURCES:

ACT Childcare Services Standards
ACT Emergency Services Agency (ESA)
ACT Fire Brigade
Australian Bureau of Meteorology
Education and Care Services National Law (ACT) Act 2011
Education and Care Services National Regulations 2011

Emergency and Evacuation Policy and Procedures

