

8 – EMERGENCY AND EVACUATION

Effective from: 21/06/2019
Contact officer: Coordinator of Children's Services
Next review date: 18 months – 2 years
File Reference: 1825/29.5
Related Policies/Local Laws/Legislation:

- Education and Care Services National Regulations 2011 CI 97, 168(2) (e)
- National Quality Standard: QA2.3
- Education and Care Services National Law Act 2010
- Australian Standard entitles AS 1851-2005, Maintenance of Fire Protection Systems and Equipment
- Australian Standards AS3745-2010 – Section 3 "Emergency Plan" Accessed October 2018

Related Documents:

- ACECQA Guide to the National Quality Framework 2017
- Community Child Care Cooperative (2009) *The Manual – Managing a Children's Service*
- Fire Protection Association Australia: www.fpa.com.au
- NSW State Emergency Services. Accessed 15.2.2019 <https://www.ses.nsw.gov.au/>

PURPOSE

Emergencies are sudden, unexpected events or situations that require immediate action to prevent injury to individuals or damage to the service's environment. Emergencies can range from:

- Fire or natural disasters, which include bushfire, flood, cyclone or thunderstorm
- Power failure or structural damage to buildings
- Vehicle collision or breakdown
- Intruder- human (e.g. burglary) or animal (e.g. snake, spider or bee)
- The involvement of firearms or other weapons
- Critical incidents causing an injury or fatality
- Missing child



Wingecarribee Children's Services is committed to managing emergencies that prepares and builds the confidence of children, staff/educators, families and visitors to cope in an emergency situation.

All service types develop procedures for dealing with emergencies through the adoption of a risk management approach which:

- Identifies the types of emergencies that may be applicable to each service
- Analyses the potential risk to the safety and wellbeing of children and adults
- Develops strategies to eliminate, minimise or control the emergency and/or subsequent risk
- Effectively communicating emergency procedures with all stakeholders, through display signs, evacuation plans and regular practices.

SCOPE

This policy applies to:

Wingecarribee Children's Services Staff employed by Wingecarribee Shire Council

Wingecarribee Family Day Care Educators as Agents of the Approved Provider – Wingecarribee Shire Council

All children and families accessing care with Council's Children's Services

All volunteers and students engaged with Wingecarribee Children's Services.

DEFINITIONS

Responsible Person can be:

- The Approved Provider (a person on from Wingecarribee Shire Council who is in management or control of the service)
- Nominated Supervisor – person with a Supervisors Certificate designated by the service as the Nominated Supervisor

PROCEDURE

1. All Service Types – Family Day Care, Out of School Hours Care & Coordination Unit

1.1. Risk Assessment

- 1.1.1 All service types will identify potential emergencies within and relevant to their service type and the immediate local area and develop and maintain a risk minimisation plan for each potential emergency.



1.2 Emergency Plan and Processes

- 1.2.1 Consult with relevant authorities in developing plans and precautions to effectively manage incidents and emergencies.
- 1.2.2 Develop and maintain an emergency and evacuation floor plans with written instructions for what must be done in the event of an emergency.

Floor Plans for **Family Day Care** Educators homes must include:

- A pictorial representation of the floor or area, which shall be at least 200mm x 150mm
- The "YOU ARE HERE" location
- The designated exits, in green
- Extinguishers, in red with additional appropriate colour as per type of extinguisher
- Fire blankets, which shall be coloured red.
- Location of assembly area(s) either stated in words or pictorially represented
- A legend, which shall reflect the symbols used
- North
- First Aid Kit location (Denoted by white cross on a green background)
- Primary exit route is unbroken green line
- Secondary exit route in broken green line

Note: Centre Based Plans and requirements to be developed in association with relevant personnel at Council and if in a Department of Education site, relevant school personnel.

- 1.2.3 Display emergency and evacuation floor plan and instructions in a prominent position near each exit point in areas of the premises used as part of an Education and Care Service.
- 1.2.4 Ensure all staff/educators, household members and frequent visitors are aware and informed of their duties in the event of an emergency.
- 1.2.5 Provide relevant information to families on the service's emergency procedures.
- 1.2.6 Practice an emergency and evacuation procedure at least every three (3) months with children in care.
- 1.2.7 Record and evaluate the procedure after each practice including:
 - Date and time
 - Children and Adults present
- 1.2.8 Evaluation, follow up and any recommendations for improvements to the process



- 1.2.9 Ensure emergency service telephone numbers are displayed in a prominent and accessible position. Recommendation that emergency service phone numbers are saved onto mobile phone.
- 1.2.10 Have a working telephone and a back up option in the event of failure.
- 1.2.11 Have access to current records of children's emergency contacts, if the need to evacuate occurs.
- 1.2.12 Have access to suitably stocked First Aid Kit
- 1.2.13 Have access to any relevant child medication, medical management and risk minimisation plans

1.3 Fire and Safety Equipment

- 1.3.2 Ensure that service is fitted with:
 - Appropriately located smoke detectors
 - A fire blanket adjacent to the cooking facilities
 - Appropriately located fire extinguishers
- 1.3.2 Fire Extinguishers, Fire Blankets and Smoke Detectors are tested, in accordance with Australian Standard, **before** installation and **every six months** thereafter. **Note:** At the Out of School Hours Service the School maintains the fire safety equipment and a copy of the report is requested for our records.
- 1.3.3 Inspection Record must document
 - The date the test was carried out
 - Record of the test
 - The name of the authorised person who conducted the test
- 1.3.4 Staff/Educators should only attempt to extinguish fires if the fire is small, there is no threat to their or the children's personal safety and they feel confident to operate the extinguisher.
- 1.3.5 Exit doors are to be kept clear at all times.

1.4 Emergency & Critical Situation

- 1.4.1 In an emergency or critical situation staff/educators will refer to their minimisation plan and where appropriate follow the service evacuation procedure, including;
 - Evacuating children to safety,
 - Contacting emergency services, including ambulance where necessary
 - Contacting Nominated Supervisor/Responsible Persons
 - Contacting families or emergency contacts. This may be done by Coordination Unit Staff/Nominated Supervisor/Responsible Persons.



- 1.4.2 Staff/Educators must not sign any medical documentation for a child on behalf of a child's parent or legal guardian.
- 1.4.3 Be aware of catastrophic, extreme and severe weather conditions during the day and act accordingly. (Guidance on risk minimisation plans in "Bushfire Procedure" and "Bushfire Survival Plan")
- 1.4.4 Be aware of travelling in the car during extreme weather conditions
- 1.4.5 If incident involves children in a car/vehicle accident – the educator, regardless of whether medical attention is sought or received, is responsible for ensuring parents/guardians are notified and advised to seek medical attention for their child.
- 1.4.6 Complete an Incident, Injury, trauma and Illness Record in line with time frames as per Incident, Injury, Trauma and Illness Record Procedure.
- 1.4.7 Only re-open the service after a critical incident once the safety of the environment has been reassessed and declared safe by the appropriate emergency personnel or the Nominated Supervisor or Responsible Person

2 Family Day Care Specific:

2.1 Coordination Unit Staff will:

- 2.1.1 Provide support and information to educators on compliance requirements for emergency and evacuation procedures.
- 2.1.2 Provide forms to assist Educators in recording of Emergency and Evacuation practice.
- 2.1.3 Monitor compliance
- 2.1.4 Upon receipt of quarterly practice record, will scan for recording purposes and return original to Educator.
- 2.1.5 Ensure emergency contact with Nominated Supervisor/Responsible persons is available for critical incidents

2.2 Educators will:

- 2.2.1 Practice the emergency procedures with all children in care at least once every three months. One of these practices every three months must include a "lockdown" practice.
- 2.2.2 Forward completed emergency practice documentation to the Coordination Unit in line with the Family Day Care Planning Calendar – End of February, May, August and November.

Documentation to include:

- the type of emergencies practiced
- the children who participated
- the dates of the practice/s



- an evaluation and reflection of the practice and potential follow up or implications for programming.
- 2.2.3 Educators should ensure, while still being mindful towards privacy, that another responsible person e.g. partner, another adult household member, is familiar with the location of emergency details and contacts should a critical incident involve the Educator.
- 2.2.4 Where practical and possible Educators are encouraged to educate older children on how to summons assistance in the event an educator is injured or incapacitated.

3 Out of School Hours Specific:

3.1 Emergency plan and process

- 3.1.1 Evacuation procedure will follow that of the school to prevent confusion for the children.
- 3.1.2 All staff, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the service. Staff will make arrangements as to duties undertaken in the absence of other staff.
- 3.1.3 In accordance with the National Regulations the Out of School Hours Service will practice the emergency procedures at least once every three months.
Ideally the Service will endeavour to practice an evacuation:
- At least once each term in After School Care
 - At least once each term in Before School Care
 - At least once in each Vacation Care Period.
 - At least one "lockdown" practice, in addition to the evacuation practice every three months.
- 3.1.4 The service will co-operate with the school authorities to ensure that fire safety equipment: fire extinguishers, fire blankets and smoke alarms, are installed and maintained on the school premises used by the service, in accordance with requirements.

3.2 Out Side School Hours Evacuation Plan

- Evacuation plan implemented on the operation of the fire alarm, whistle or verbal indication
- Children proceed to the staff member who raised the alarm. Children escorted by WOOSH Assistants to basketball court via the safest exit and route.
- WOOSH Assistant (1) collect attendance record and first aid kit on exiting of the building with the children
- Responsible Person on duty collects:
 - Mobile phone



- Keys
 - Family emergency contact information & relevant medical condition information
 - Sign for entrance gate (ASC/VAC) or door (BSC) informing families of danger and/or evacuation practice.
- Responsible Person checks kitchen, toilet and shed. Closes all doors, where safe to do so.
 - Responsible Person places sign on gate or door (dependent on Service operating) directing families not to enter the building.
 - Any extra staff accompany WOOSH Assistant (1) to assist with supervision and support with children.
 - WOOSH Assistant (1) calls roll on reaching basketball area while other staff call 000 and Nominated Supervisor/Coordinator of Children's Services.
 - Children and Staff remain on basketball court until safe to return to hall or parents/guardians have collected all children.

3.3 Out of School Hours Lockdown Procedure

- Staff will direct the children into the hall, in a calm manner.
- Children will be directed to sit in the middle of the hall
- The Assistant (1) on duty will collect the attendance roll and join the children
- The Assistant (1) will call the attendance roll to ensure all children are accounted for.
- Any additional staff will assist with the children unless directed otherwise by the Responsible Person.
- The Responsible Person will check the building (including toilets), lockdown the building, ensuring all exits are securely closed.
- Responsible Person will notify relevant personal including; The Coordinator of Children's Services, Emergency Services and Police if required.
- Responsible Person will join the children with first aid kit (if necessary).
- Children will be kept calm as possible, until the situation is resolved.

3.4 Post Incident – For Evacuation and Lockdown

- Incident will be recorded on relevant Service and Council Forms within 24 hours.
- The Department of Education will be notified of the "Serious Incident" in line with Regulatory requirements.
- Debrief, support and counselling provided to staff and children who may be traumatized from event, where applicable.



4. Coordination Unit

4.1 Additional emergency plan and process

4.1.1 Coordination Unit will Practice an emergency and evacuation procedure at least every six months.

- Alternate practices will be conducted in conjunction with Playsession to incorporate children and educators.

4.1.2 Coordination Unit Staff will complete a service evacuation practice report and Wingecarribee Shire Councils Emergency Evacuation Debrief report and forward to Risk Coordinator at Wingecarribee Shire Council

Coordination Unit Evacuation Plan

- Evacuation plan implemented on the operation of the fire alarm, whistle or verbal indication
- If children are present then they will be evacuated immediately through the nearest safest exit and assembled at the evacuation point, in the care of a responsible adult. E.g. Educator
- Once the children and their Educators have been evacuated, Wardens and Coordination staff will follow their roles.
- Educator Support Officer (ESO) to exit service with Play Session Sign In Folder and 1st Aid Kit
- Coordinator/Warden to check building, close doors and take mobile phone.
- Administration Assistant to assist Educators in exiting children from the building or where the Coordinator is absent fill her role.
- All other Coordination staff to assist Educators in exiting children.
- Dial "000" and ask for fire brigade/police to confirm that the alarm has been raised.
- Wardens to then follow the evacuation procedures as per the evacuation plan, which is located in the general office adjacent to the fire extinguisher and at all exits.
- The evacuation point is in the north/west corner of the block along Boardman Rd.

Approved By:



Danielle Lidgard
GROUP MANAGER CORPORATE AND COMMUNITY

