

POLICY STATEMENT
Children Services Unit
Emergency Evacuation and Lockdown

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Community
RESPONSIBLE OFFICER: <i>(by position title)</i>	CSU Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
DATE ADOPTED:	28 June 2022
ADOPTED BY: <i>(Manex or Council)</i>	Manex
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	May 2024
REVISION NUMBER:	

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
0	November 2012		
1	June 2014		
2	October 2018		
3	May 2021		
4	May 2022		CSU Coordinator

REVIEW OF THIS POLICY

This Policy will be reviewed within two (2) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution for all policies categorised as “Council” policies or the approval of the General Manager for all policies categorised as “Operational” policies.

1. Purpose:

The purpose of this policy is to ensure relevant regulations requirements are being met and to minimise risk of injury to children, staff and visitors within our service in the event of a critical incident. To provide consistent procedures, uniformity and confidence amongst all staff members when responding to emergency situations.

2. Scope:

This policy document applies to all Bland Shire Children Service staff, volunteers and contractors.

3. Outcomes:

Bland Shire Children Services Unit Emergency Plan Policy will be used to facilitate uniformity of practice in emergency situations (inclusive of evacuations and lockdowns). This includes fire, natural disaster, aggressive behaviours, outside factors or whenever the children or staffs safety is threatened.

4. Roles and Responsibilities:

The Approved Provider will:

- ensure, where applicable, Council staff have ready access to emergency equipment such as fire extinguishers and fire blankets and that staff are adequately trained in their use;
- ensure, where applicable, Educators and staff have ready access to an operating phone;
- ensure counselling and debriefing services are available for all those involved in emergency situations if required;
- ensure training in the use of Fire Extinguishers will be provided for the fire warden every two years.

The Nominated Supervisor will:

- provide support and information to Educators on compliance requirements for emergency evacuation procedures;
- ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations;
- ensure current risk assessments are in place in the service in regards to emergency evacuations;
- ensure current emergency evacuation floor plan and procedures are visible at each exit of all services;
- ensure fire extinguishers and a fire blanket is readily accessible near areas where fires are likely to start;
- Ensure each service has smoke detectors installed;
- ensure all fire protection equipment is tested (every 6 months), in accordance with Australian Standard, and kept in proper working condition. Keep documentation of testing at the premises for 2 years;
- ensure emergency drills are carried out every 12 weeks in accordance with Regulations, comprising of a range of scenarios such fire, flood or threat that requires a service to be locked down;
- keep a record of each practise that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which class/group of children took part. These records will be kept for at least 2 years;
- provide Educators with the opportunity to evaluate and provide feedback after each practice evacuation and that these comments are documented as part of the evaluation;
- Display/store, near all centre phones, current emergency telephone numbers – hospital, Ambulance, Public Health Unit, Police, Fire Brigade, Poisons Information centre, NSW Health, Dept. Education.

Educators will:

- familiarise themselves with evacuation and lockdown procedures for the service;
- ensure all items in emergency bags are present;
- ensure the safety and evacuation of all children before trying to contain or extinguish a fire. If fire is small and staff are nearby when it begins it may be appropriate to try and extinguish it or contain it by closing doors and windows (only if not dangerous).
- ensure the sign in register accurately records attendance of each child and Educator;
- practice emergency procedures with all children in their care at least every 12 weeks;
- be alert to the immediate needs of all children throughout the emergency drills;
- remain calm and never put themselves, children or families in any danger. Educators will take immediate action to remove danger or move children from the danger and ensure the safety of others. Educators will follow all directions given by medical or emergency services;
- ensure the child register is maintained as children are collected from the evacuation point.

In addition, Family Day Care Educators will:

- ensure emergency service contact details will be displayed and accessible for easy reference for the Educator;
- forward completed emergency documentation to the Coordination Unit at the end of each quarter;
- prepare a risk assessment for critical events and review these annually;
- have local emergency service phone numbers in their mobile and ensure phone is switched on and charged at all times;
- evacuate if necessary to evacuation point;
- contact Coordination Unit and families ASAP to pick up children;
- on days of catastrophic, extreme and severe conditions, monitor conditions during the day. Be aware of danger of travelling in the car during extreme conditions.

Families will:

- ensure their contact details remain up to date with the service;
- follow the directions of staff in the event of an emergency or during practice evacuations;
- collect their child from a nominated evacuation point as soon as possible after contact from the service, notifying staff of the collection of the child at the time.

EMERGENCY EVACUATION PROCEDURE (centre based service)

1. **Staff member** who finds emergency to alert any persons in close proximity to emergency.
2. **Staff member** to blow whistle and inform other staff of location of emergency and recommended exit door. Whistle to be blown in all areas of building.
3. **Staff member** to phone 000, state name and address of service and nearest cross road.
4. **Staff member** to collect the following and move to the designated area:
 - Visitor and Staff Registers
 - iPads
 - Mobile phone and/or portable phone.
 - Emergency First Aid Pack.
5. **Room staff** to gather children.
6. **Room staff** to collect attendance record, ipad and Medication (unless unsafe to do so).
7. **Assistant** to check the bathroom.
8. **All room staff** to gather at the safest exit, assist children to exit the building and proceed to the designated muster point, simultaneously checking for any children present in the area.
9. **Playgroup (if operating)** Session leader instructs children to go to their parent/guardian, collect sign in book and then direct to parent/guardian to muster point.
10. All **other staff** present, to exit the building, simultaneously checking for any children and closing doors behind them if possible and proceed to the designated muster point.
11. Once at muster point, children's attendance records are checked along with the visitors and staff registers.
12. **Staff member/s** to contact parents (if required).
13. **Staff** will endeavour to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
14. Children and staff will remain in designated muster point until clearance has been given by Nominated Supervisor or emergency personnel.
15. A record of each emergency evacuation will be kept that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which class/group of children took part using the service Emergency Evaluation Form. These records will be kept for at least two (2) years.
16. Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.

EMERGENCY EVACUATION (FDC service)

1. **Person** who finds the emergency to alert any persons in close proximity to the emergency.
2. **Educator** to gather all children at the safest exit **and if safe to do so**, to collect the following and move to the designated muster point:
 - Mobile phone.
 - iPad
 - Emergency First Aid Pack
 - Medication and Medical Management Plans/Action Plans.
3. **Educator** to assist children to exit the building and proceed to the designated muster point.
4. **Educator or other adult** to phone 000, state address of the service and nearest cross road.
5. **Educator** will endeavour to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
6. Educator to contact the Coordination Unit for support.
7. Parents to be contacted if required.
8. Children and staff will remain in designated muster point until clearance has been given by Nominated Supervisor or emergency personnel.
9. A record will be kept that includes persons involved, an evaluation of the procedure, what action is to be taken, if any, and which group of children took part using the service Emergency Evaluation Form. These records will be kept for at least two (2) years.
10. Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.

LOCK DOWN PROCEDURE (Centre based service)

1. **Staff member** who recognises possible threat to alert all other staff of location of emergency and the need to evacuate the outdoor play area or to remain in a safe area in the building.
2. **All staff**, children and visitors need to gather in a safe area of the building and away from external glass windows and doors.
3. **Room Staff** to remain with children and supervise.
4. **Staff member/s** to:
 - Check outdoor areas for children
 - Close and lock all doors and windows.
 - Close blinds if possible.

Collect:

- Emergency First Aid Packs.
 - Child attendance records.
 - Visitor and Staff Registers.
 - Mobile phone and/or portable phone.
 - Emergency First Aid Pack.
5. **Staff member** to check children's attendance records, along with visitor and staff registers.
 6. **Staff member** to phone 000, state name and address of service and nearest cross road.
 7. Staff will endeavour to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
 8. Children and staff will remain in designated area until clearance has been given by Nominated supervisor or emergency personnel.
 9. A record of each emergency lockdown will be kept that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which class/group of children took part using the Emergency Evaluation Form. These records will be kept for at least two (2) years.
 10. Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.

LOCK DOWN PROCEDURE (FDC service)

1. **Person** who recognises possible threat to alert all other persons at location of emergency and the need to evacuate the outdoor play area and to remain in a safe area in the building.
2. **Educators**, children and visitors gather in a safe area of the building and away from external glass windows and doors.
3. **Educator to collect**
 - i. Mobile phone/ iPad.
 - ii. Emergency First Aid Pack
 - iii. Medication and Medical Management Plans/Action Plans.
4. **Educator to**
 - i. Close and lock all doors and windows.
 - ii. Close blinds if possible.
5. **Educator** to check children's attendance records, along with visitor and staff registers.
6. **Educator or other adult** to phone 000, state address of the service and nearest cross road.
7. **Educator** will endeavour to maintain supervision of children in a calm and controlled manner, providing emotional support to those in distress.
8. Educator to contact the Coordination Unit for support.
9. Parents to be contacted if required.
10. Children and staff will remain in designated lock down point until clearance has been given by Nominated Supervisor or emergency personnel.
11. A record will be kept that includes staff involved, an evaluation of the procedure, what action is to be taken, if any, and which group of children took part using the service Emergency Evaluation Form. These records will be kept for at least two (2) years.

12. Ensure counselling and de-briefing services are available for all those involved in the emergency situation, if required.

5. Definitions:

In this policy “staff” refers to staff and educators employed by Bland Shire Children Services Unit and Bland/Temora Family Day Care. Families refer to all families currently enrolled within a Bland Shire Children Services Service.

6. Legislation and Supporting Documents:

Australian Children’s Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

7. Relationship to Community Strategic Plan:

This Policy supports Council’s Delivery Program Strategy 4.2 Provide quality, accredited and affordable Education and Care services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit, Vacation Care and Toy library Services.

8. Attachments:

NIL