

Emergency & Evacuation

POLICY STATEMENT

Hunters Hill Out of School Hours will provide an environment that ensures the safety and wellbeing of the children at all times (*"My Time, Our Place"* 1.1, 3.1). All children and educators will be aware of, and practised in emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately implemented. In implementing drills of emergency procedures with children, educators will encourage children to discuss possible scenarios where emergency procedures may be required and support children to come up with solutions and ideas for improving the procedures or discussing ways to avert emergency situations (*"My Time, Our Place"* 4.2).

Emergency, in relation to an education and care service, means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the education and care service;

Examples. Flood, Fire or A situation that requires the education and care service premises to be locked down.

PROCEDURE

- A risk assessment will be conducted by educators and management annually to review and refine emergency procedures and to assess potential emergencies relevant to the service in accordance with National Regulations.
- Emergency evacuation procedures and floor plans will be clearly displayed in a prominent position near the main entrance and exit of each room used by the service.
- All educators, including relief staff, will be informed of the procedures and their specific duties identified in their orientation to the service. Educators will decide as to duties undertaken in the absence of other educators.
- Educators will discuss the emergency procedures with the children and the reasons for practising the drills prior to each emergency drill being undertaken. Following each drill, children should be reassured and their suggestions and comments welcomed for how the drill might be improved to provide them with a sense of control and understanding.
- Children and educators will practice the emergency procedures every 3 months in accordance with National Regulations.
- All emergency drills will be recorded with date, time and length of time it took to leave building. Additional comments or recommendations for improvements can also be included in the record.
- Drills will be conducted more regularly when there are new children such as at the beginning of a new year and during vacation care.



- Families will be informed of the procedures and assembly points in the parent handbook.
- No child or educator is to go to their bags to collect personal items during an emergency evacuation. This would lead to confusion and delays.
- The service will maintain a fire blanket and smoke detectors and have them checked regularly as per the manufacturers instructions.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation.
- Educators will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety and they feel confident to operate the extinguisher and all the children have been evacuated from the room.
- The Local Fire Authority should be contacted for advice and training on fire safety and this plan included in your procedures.
- Any serious incidents will be reported to the Regulatory Authority within 24 hours or as soon as possible.
- The service must ensure that they have access to a working telephone or other similar means of communication at all times.

The evacuation plan will include:

- Routes of leaving the building that are suitable for all ages and abilities. These should be clearly mapped out.
- Plan of where the fire extinguishers are located displayed in a public place.
- A safe assembly point away from access of emergency services.
- An alternative assembly area in case the first one becomes unsafe.
- List of items to be collected and by whom.
- List of current emergency numbers.
- Each educator's duties in the emergency.

Educators will be nominated to:

- Make the announcement to evacuate, identifying where and how.
- Collect children's attendance records and families contact numbers.
- Collect emergency services numbers and mobile phone.
- Make the phone call to 000 or other appropriate service, management and families as required.
- Collect the first aid kit.
- Check that the building and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire.



- Supervise the children at the assembly area, and take a roll call of children, educators and any volunteers of visitors.
- When the emergency service arrives, the Responsible Person will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.
- No one should re-enter the building until the officer in charge has said it is safe to do so.

HARASSMENT AND THREATS OF VIOLENCE

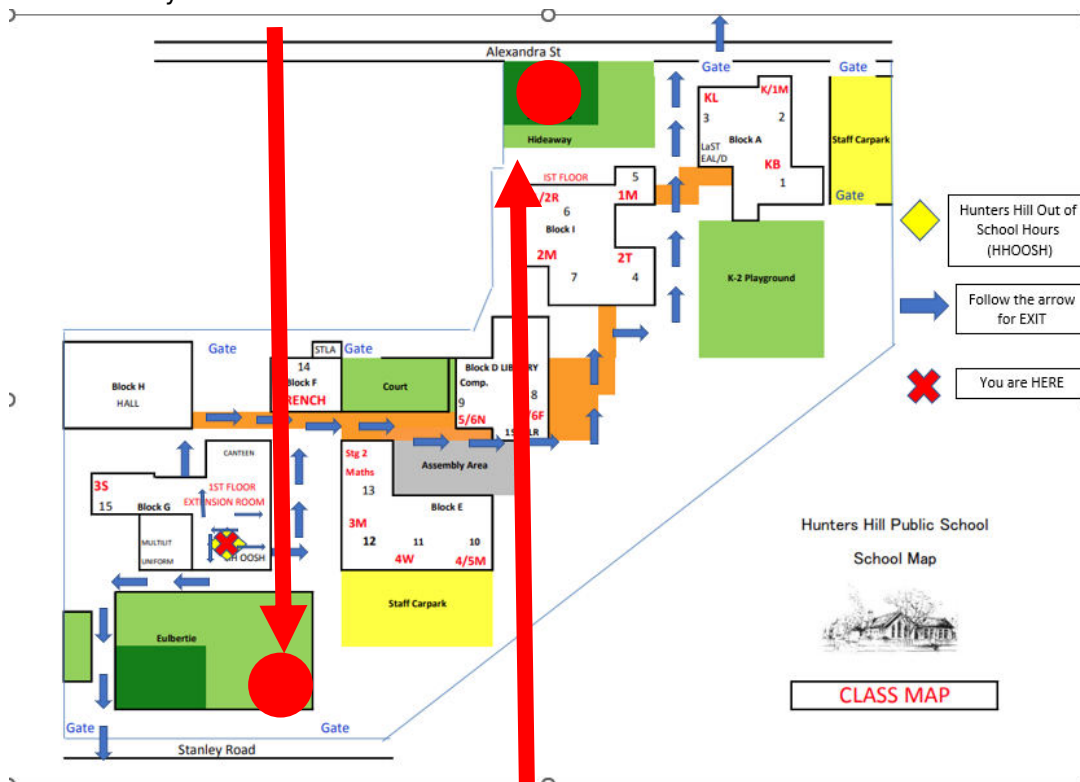
If a person/s known or unknown to the service harasses or makes threats to children or educators at the service, or on an excursion, educators will:

- Calmly and politely ask them to leave the service or the vicinity of the children.
- Be firm and clear and remember your primary duty is to the children in your care.
- If they refuse to leave, explain that it may be necessary to call the police to remove them.
- If they still do not leave, call the police.
- If the Responsible Person is unable to make the call another educator should be directed to do so. Educators should liaise with team members in advance to determine a code phrase that will alert another team member to a threat situation arising and prompt them to contact police. This should be something that will not draw attention to the situation by the offender and something only the staff are aware of, for example 'please put the PlayStation on for the children' as only staff will know that the service does not actually have one.
- Where possible, educators must endeavour to calmly move the children away from the person and this may be achieved quickly with the use of another code phrase that will encourage word of mouth transmission between children to move quickly from the area and initiate lockdown procedure without causing them alarm (as an example, the reminder to a child that ice cream is being served today at a specified location for all children).
- No educator should attempt to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible and wait for the police.
- Educators should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the service.

EVACUATION

In the case of a Fire or a phenomenon that makes it unsafe for children/staff to be inside/near the Before/After School Care building, staff will:

- Instruct everyone to evacuation assembly area and evacuation routes
 - Assembly Area One - Eulbertie



- Assembly Area Two - Jacaranda Hideaway
- Location of offsite assembly area
 - Anglican Parish of Hunters Hill, Ambrose St, Hunters Hill
 - Hunters Hill club and Tennis Club, Madeline St Hunters Hill
 - Wandella Scouts Club, Durham St, Hunters Hill
 - Hunters Hill HS, The Avenue, Hunters Hill
- Director/Assistant Director/Responsible person in charge will ring a bell (located in office area) and make an announcement over the loudspeaker to alert staff and children.
- Director/Assistant Director/Responsible in charge to move around the premises ringing the bell and instruct children to move to the designated outdoor meeting point.
- Casual Staff to direct children to designated meeting point and instruct them to sit quietly.
- Director/Assistant Director/Responsible to collect roll, mobile phone, emergency backpack (family contacts, first aid kit, asthma kit, EpiPen's).
- Director/Assistant Director/Responsible to do a final check of premises to ensure all children are present at the meeting point: indoor room, outdoors, toilets, bubbler and main toilet area, hallway of adjoining building.



- **Director/Assistant Director/Responsible** to call 000 and Hunters Hill Public School Office: 98164404 or 98173406
- **Director/Assistant Director/Responsible** to take roll and ensure all children & staff accounted for. If children are missing the **Director/Assistant Director/Responsible** will inform emergency services and comply with their response.
- **Casual Staff** and children will only re-enter the premise when directed by either the **Director/Assistant Director/Responsible** or emergency services.

LOCKDOWN

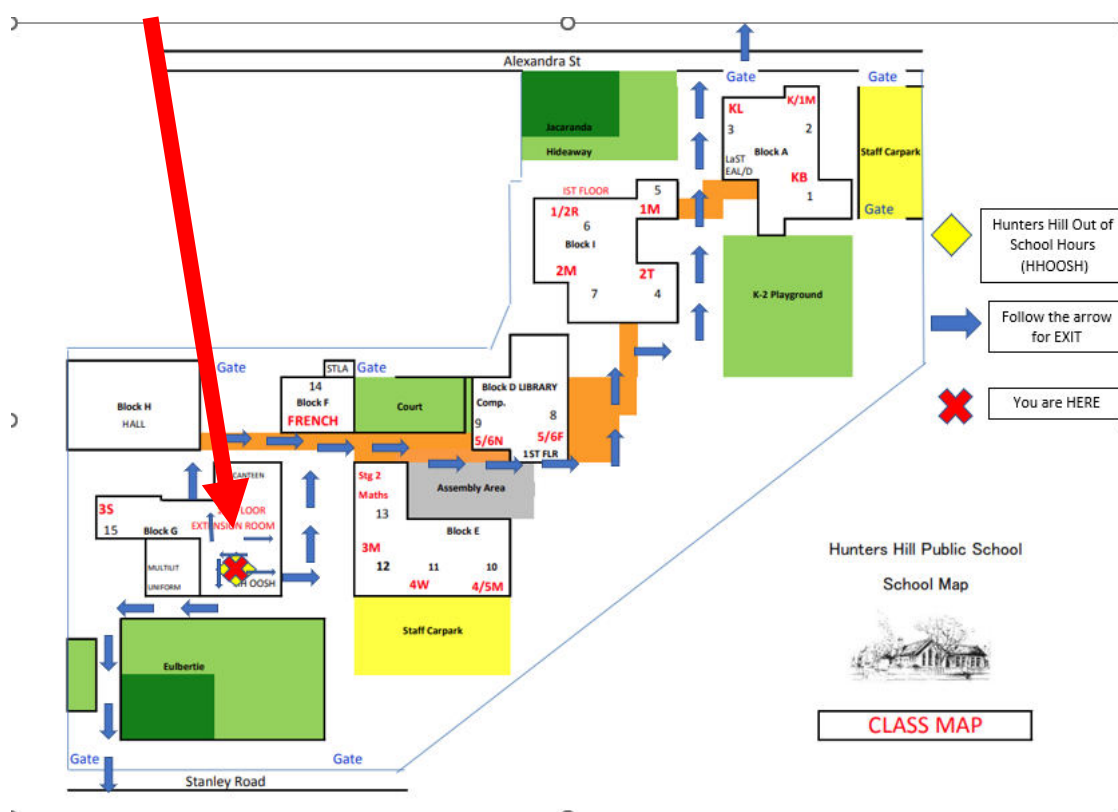
- If lockdown needs to be called, educators and children will remain in the building they are in, if safe to do so, or move to the closest useable building directed by the staff.

- Staff will lock doors and windows and move children away from window and visible points of the building.
- All lockdown areas will remain locked until the responsible person calls and all clear.
- A roll call is initiated to make sure all children are accounted for.
- Lockdowns may also be called for adverse weather if the responsible persons deem necessary.

Lockdown

If a person enters the Centre premises and threatens the safety and/or wellbeing of the children or staff at the Centre, staff will:

- Instruct everyone to move to the lockdown area:
- Block G -Eulbertie



- Director/Assistant Director/Responsible person in charge will blow a whistle and make an announcement over the loudspeaker to alert staff and children.
- Director/Assistant Director/Responsible person in charge to move around the premises and instruct children to move into designated room (indoor B/ASC room).
- Casual Staff to direct children into designated room.
- Casual Staff to move inside designated room and calm children.
- Director/Assistant Director/Responsible person to do a final check of premises to ensure all children are inside: outdoors, toilets, bubbler and main toilet area, hallway of adjoining building.
- Director/Assistant Director/Responsible person to ask the intruder calmly and politely to leave the Centre premises. Be firm and clear and remember your primary duty is to the children in your care.



- If they refuse to leave, explain that it may be necessary to call the police to remove them.
- If they still do not leave, call the police on 000. If the Coordinator is unable to make the call another staff member should be directed to do so.
- **Casual Staff** to lock all doors, windows, and close curtains.
- **Casual Staff** to ensure children are away from doors/windows and keep children calm and quiet.
- **Director/Assistant Director/Responsible person** to take roll to ensure all children are present.
- **Casual Staff** are not to open doors or windows until safe to do so and leave only upon the direction of the **Director/Assistant Director/Responsible person** or emergency services.
- **Staff** should NOT attempt to physically remove the unwelcome person. **Casual Staff** to remain calm and wait for the police

CONSIDERATIONS

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
S167, 170, 171, 174 R85, 86, 87, 89, 97, 98, 99, 100, 175, 176	Standard 2.1, 2.2 Elements 2.1.2, 2.2.1, 2.2.2	<ul style="list-style-type: none"> ● Providing a Child Safe Environment Policy ● Excursion Policy ● Authorisations and Refusals Policy ● Delivery and Collection of Children Policy ● Administration of First Aid Policy ● Risk Assessment Policy 	<ul style="list-style-type: none"> ● My Time, Our Place Framework ● Work, Health and Safety Act (2011). ● Parent Handbook ● Staff Handbook ● Emergency Evacuation Plans ● Record of drills ● Report of serious incidents to ACECQA

VERSION CONTROL AND ENDORSEMENT

Version	Date completed	Date endorsed	Review Date
2	14.5.20	3.6.20	3.6.21



3	8.8.21	8.8.22	8.8.22
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