

## **Emergency Management and Evacuation Policy**

### **Policy Statement**

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Wideview Out of School Hours Care will provide an environment that always ensures the safety and wellbeing of the children ("My Time, Our Place" 1.1, 3.1). All children and educators will be aware of and practiced 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 practice 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)

### **Links to Education and Care Services National Regulations and National Quality Standard**

QUALITY AREA		
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

### **National Regulation**

Reg	168 (2)(e)	Policies and procedures in relation to emergency and evacuation
	97 (1)(a, b)	Emergency and evacuation procedures
	(2)	Emergency and evacuation risk assessment
	(3) (a, b)	Emergency and evacuation procedures are rehearsed.
	(4)	Emergency and evacuation floor plan and instructions are displayed
	98	Telephone or other communication equipment

### **Procedure**

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#### **1. Emergency procedure information**

1.1 The Service has emergency procedures in response to any critical incident, emergency, or foreseeable threat of harm to staff, children, or visitors.

Such an event could be:

- Fire
- Violent, intoxicated and/or drug affected persons.
- Dangerous animals.
- Unidentified external disturbance; or,
- Severe storm/ weather.

1.2 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.

1.3 Emergency evacuation/lockdown 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.

1.4 All educators, including relief staff, will be informed of the procedures in their orientation to the service. Educators will be allocated duties in an emergency by the Fire Warden, Service Manager or Responsible Person in charge.

1.5 Educators will discuss the emergency procedures with the children and the reasons for practising the drills. 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.

- 1.6 Children and educators will practice the emergency procedures every 3 months in accordance with National Regulations.
  - 1.7 All emergency drills will be recorded with date, time, and length of time it took to leave building. Additional comments or recommendations for improvements may also be included in the record.
  - 1.8 Families will be informed of the procedures and assembly points in the parent handbook.
  - 1.9 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.
  - 1.10 The service will maintain a fire blanket and smoke detectors and have them checked regularly through the school.
  - 1.11 Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444 through Wideview Public School.
  - 1.12 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.
  - 1.13 Educators should be aware of bush fire danger and liaise with the Local Fire Authority for advice and training on bush fire safety.
  - 1.14 Any serious incidents will be reported to the Regulatory Authority within 24 hours or as soon as possible.
- 2. The evacuation plan will include:**
- 2.1 Routes of leaving the building that are suitable for all ages and abilities. These should be clearly mapped out.
  - 2.2 Plan of where the fire extinguishers are located displayed in a public place.
  - 2.3 A safe assembly point away from access of emergency services.
  - 2.4 An alternative assembly area in case the first one becomes unsafe.
  - 2.5 List of items to be collected.
  - 2.6 List of current emergency numbers.
- 3. Discovery of an emergency**
- 3.1 Any staff member who discovers an emergency situation must, where safe to do so, alert the Responsible Person on duty immediately to the danger.
  - 3.2 If a child, parent, or other member of the WOOSHC Community has raised the situation, this person should be directed to and supported to discuss the situation with the Responsible Person on duty, where safe to do so.
  - 3.3 The Responsible Person on duty will then make an immediate assessment of the situation at hand and implement the appropriate emergency response.
  - 3.4 If the danger is too immediate for the Responsible Person to be alerted, the staff member should immediately implement the emergency response and notify the supervisor when safe to do so.
  - 3.5 When the emergency services arrive the Service Manager/Responsible Person in charge will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.
  - 3.6 No one should re-enter the building or unsafe area until the officer in charge (either the Responsible Person on duty or a member of the emergency services) has said it is safe to do so.

### 3.7 When Calling Emergency Services:

- Clearly give your name
- Give the service address and the nearest cross street.
- Give a mobile phone number if possible.
- Tell them you are an OOSH service and have children in care.

### 3.8 Notifying Parents:

Parents will be notified of any emergency and evacuation that occurs at WOOSHC as soon as we are able to do so. Children, staff, and visitor's safety is paramount.

## 4. Additional emergency procedures -

### 4.1 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 the above code or a new code phrase that will encourage word of mouth transmission between children to move quickly from the area without causing them alarm (as an example, tell staff that ice cream is being served 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.

### 4.2 Bushfire -

In the event of a bushfire in the local area, the supervisor on duty should contact the RFS for up to date information. This information will then inform the course of action taken. Bushfire threats may not be of immediate threat to the WOOSHC environment, and may require several different courses of action. **See Bushfire Policy**

### 4.3 Blackout -

In the event of a power failure, Responsible Person and educators should remain calm at all times and remember the safety of the children and their families is paramount.

The corded phone should be plugged in and emergency lights located. These are all stored on the bookshelf in the office and **Power Outage Procedure to be followed.**

### 4.4. Severe weather -

A sign will be posted in the entrance area explaining that the children have been brought indoors due to severe weather. This may include but not limited to -

- Storms
- Windy Conditions
- Poor Air Quality
- Extreme Heat Or Cold

## Sources

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- Education and Care Services National Regulations 2011.
- Guide to the National Quality Standard 2011.
- Rural Fire Service
- Network of Community activities

## Policy review information -

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The Service encourages staff and parents to be actively involved in the annual review of each of its Policies and Procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Review Date	Date completed	By Whom	Collaborated	Comment
April 2021	Apr 2021	Brandi (Manager)	Staff	
April 2022	6 <sup>th</sup> May 22	Brandi (Manager)	Committee	
June 2023	June 23	Brandi (Manager)	Parents	
June 2024	June 24	Brandi (Manager)		
June 2025				

## EMERGENCY PROCEDURES

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### EMERGENCY EVACUATION

- Fire Warden/ Responsible Person to sound three short whistles to notify of evacuation emergency.
- Fire Warden/ Responsible Person to collect or allocate Educator to collect iPad, staff record, phone, emergency bag and children's medical kits (if in attendance)
- Fire Warden/ Responsible Person to check or allocate an educator to check that the building and playground is empty and that all doors and windows are closed (where possible), to reduce the spread of a fire.
- Remaining staff to gather all children together and move to the allocated or directed safe assembly area.
- Move to assembly area (oval/cricket pitch or to the nearest exit of the school) as directed.
- Fire Warden/ Responsible Person to call or allocate a staff member to call 000.
- Educators to supervise the children at the assembly area, and take a roll call of children, educators, and any volunteers/visitors to ensure all children and adults are accounted for and safe.
- 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.
- Remain at the assembly point if safe, until advised by emergency services, advise parents and management of emergency situation.
- No one should re-enter the building or area until the emergency officer in charge has said it is safe to do so.

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### LOCK DOWN

- Fire Warden/ Responsible Person to alert staff to emergency (using code)
- Fire Warden/ Responsible Person to collect or allocate Senior Educator to collect iPad, staff record, phone, emergency bag and children's medical kits (if in attendance)
- Remaining staff to gather all children and move to the closest room away from danger as directed. (either of the WOOSHC buildings)
- Close and lock doors and windows, close blinds
- Have all children sit quietly in a group.
- Responsible Person to call or allocate a staff member to call 000.
- Responsible Person to check the roll and ensure all staff and children are accounted for and safe
- Provide quiet activities in groups until notified it is safe to resume normal care or follow instructions given from emergency services.

## EMERGENCY CONTACT NUMBERS

SITUATION	EMERGENCY SERVICE	TELEPHONE NUMBER
Medical emergency	Ambulance	000 112 (mobile number)
	Berowra Medical Centre	(02) 9456 2600
Emergency evacuation/lockdown situation	Police	000
	Hornsby Police Station	(02) 9476 9799
Fire or chemical spill	Fire Brigade	000
	Berowra Fire Station	(02) 9456 3536
	Berowra Rural Fire Service	(02) 9456 4044
Gas Leak	Gas Emergency Response	13 19 09
Electricity	Ausgrid	13 13 88
Poisons/Bites/Stings	Poison Information Centre	13 11 26
Water	Sydney Water	13 20 90
Storm Damage	SES	13 25 00

## EMERGENCY EVACUATION PLAN

