



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) EMERGENCY AND EVACUATION POLICY

Introduction

PHWMCC is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ensuring ongoing review of planned actions around handling these situations.

Emergency and evacuation situations in education and care services can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation / lockdown situation, the safety and wellbeing of all staff, children, families and visitors to the centre is paramount.

Aim

In the event of an emergency or evacuation / lockdown situation children and staff will be familiar with the procedure to evacuate / lockdown.

Procedure

Risk assessment for potential emergencies

- In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our preschool. This risk assessment will be reviewed at least annually.
- The risk assessment folder is kept in the preschool office and contains:
 - Risk assessment and control measures of potential emergencies the Preschool may be exposed to.
 - Specific procedures to follow in the event of any emergency or evacuation / lockdown including:
 - Natural disaster
 - Fire or smoke
 - Bomb threat
 - Snake or other potentially dangerous animal
 - Act of terrorism
 - Chemical or hazardous leaks and spills
 - Loss of power or water
 - Intruders
 - Outbreak of infectious diseases or illness
 - Death of a child or adult
- Copies of the emergency floor plan and instructions are displayed in the office, and at each classroom exit.

- Staffing rosters ensure that at least one educator holding a current first aid qualification and current approved anaphylaxis and asthma management training, will be immediately available in the event of an emergency.
- Emergency telephone numbers are clearly displayed above every telephone.

Identifying an Emergency

Educators who identify an emergency are required to alert the Responsible Person immediately so that they can determine and implement control measures. After immediate assessment, the Responsible Person will decide if an evacuation or lockdown is required. In the event that the situation warrants an immediate response, the person who identified the risk is to raise the alarm.

Evacuation or Lockdown procedures are then implemented if required.

Evacuation / Lockdown Drills

The steps below outline a drill, however these steps will be followed in the event of an actual evacuation or lockdown situation.

- Evacuation and lockdown drills are carried out every three months, at different times of the day, in accordance with the education and care service national regulations. At times there will be scheduled and unscheduled rehearsals.
- Each drill is documented to include the date, time, how many people in the building according to attendance registers, how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any), any problems encountered, and any additional notes. This documentation is kept for a minimum of three years.
- Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.
- Emergency whistles are provided in designated areas throughout the service. Whistles are only to be used for evacuation purposes. The lockdown bell is located in the office.
- Educators will provide children with learning opportunities about emergency evacuation / lockdown procedures.
- Educators will be asked for any feedback after each emergency evacuation / lockdown drill and this will be documented.
- Educators will be alert to the immediate needs of all children throughout evacuation / lockdown drills.
- Educators will ensure that families are advised of emergency evacuation / lockdown procedures in place at the preschool.

After the Emergency is Over

- In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.
- If able to return to the building, with reassurance and calmness, children will be walked back to the preschool safely. Re-check that all children have returned and discuss as developmentally appropriate the emergency that has taken place.

- Notify the Early Childhood Education and Care Directorate if there has been a serious incident at the preschool.
- Consider counselling services for anyone affected by the emergency.

Roles and Responsibilities

Approved Provider

- Ensure that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- Ensure educators have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.
- Ensure that a risk assessment is conducted to identify potential emergencies relevant to the preschool.
- Ensure that evacuation and lockdown procedures are practised regularly, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures.
- Ensure the development of an emergency evacuation floor plan. These will be displayed in prominent positions in all rooms of the preschool and / or near exits.
- Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets.
- Ensure that emergency equipment is tested as recommended by recognised authorities.

Nominated Supervisor and Responsible Person (where appropriate)

- Implement duties listed above as directed by the Approved Provider.
- Work together with staff to identify potential emergency and evacuation / lockdown situations that may arise at the preschool and their associated risks
- Work together with staff to develop procedures to manage all risks associated with emergency and evacuation situations.
- Ensure that all staff are trained in the emergency evacuation / lockdown procedures
- Ensure that all staff are aware of emergency evacuation points.
- Ensure that staff are adequately trained in the use of fire fighting equipment. In the event that all children and staff are safe, and if it is safe to do so, staff may attempt to extinguish a fire.
- Ensure that families are regularly reminded of the emergency procedures in place at the Preschool
- Ensure that all scheduled, spontaneous and actual evacuations and lockdowns are documented
- Ensure that first aid kits are up to date and stocked.
- Ensure that children's medication information is up to date.
- Ensure that all emergency contact lists are updated as required.
- Ensure that up to date portable emergency contact lists are held in each room within the Preschool and that evacuation procedures include the carrying of this list by a staff member at the point of evacuation.
- Ensure the sign in sheets accurately record the attendance of each child.
- Ensure that all staff have signed in and out on the staff attendance record.
- Ensure that all visitors, volunteers and students have signed in and are aware of emergency evacuation / lockdown procedures.

Early Childhood Educators

- Sign yourself in / out of the staff attendance register.

- Practice emergency procedures via different exits and routes.
- Provide children with learning opportunities about emergency evacuation and lockdown procedures
- Be alert to the immediate needs of children throughout scheduled or spontaneous emergency situations
- Ensure educators are aware of the placement of phones and emergency contact phone numbers.

Families

- Are aware that children regularly practice emergency evacuation and lockdown drills, and will be informed when these have taken place.
- Complete the attendance record on delivery and collection of their child
- Provide emergency contact details on their child's enrolment form and ensure this is kept up to date
- Follow the directions of staff in the event of an emergency or when rehearsing emergency procedures.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the ways in which fees are collected.

Definitions:

Regulatory Authority:	Early Childhood Education and Care Directorate
Approved Provider:	Pennant Hills War Memorial Children's Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children's Centre
Responsible Person:	Nominated Supervisor or an Educator who has been placed in day-to-day charge of the Preschool
Early Childhood Educators:	Teachers and Child Care Workers

Related legislation:	Education and Care Services National Law Act 2010: Sections 167,169 Education and Care Services National Regulations 2011: Regulations 97,98,168 (2) (e) Occupational Health and Safety Act 2011 Work Health and Safety Regulation 2011 Regulation 43
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Related Guidelines, Standards, Frameworks:	National Quality Standard, Quality Area 2: Children's Health and Safety -Standard 2.2
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Sources: Community Early Learning Australia – Emergency and Evacuation
Sample Policy

Policy reviewed: November 2017

Next review date: November 2019

Emergency Evacuation Procedure

In the event of fire, smoke, bomb threat, this procedure will be followed.

STAY CALM AT ALL TIMES

Assist anyone in immediate danger.

How to raise the Alarm

- alert the rest of the Preschool by blowing the whistle located in each room on a red cord – 3 loud blows.
- Nominated Supervisor or office staff to ring 000

How to evacuate to the Assembly Area

Teachers to

- Collect classroom attendance sheets
- Gather the children

Child Care Workers to

- Check classroom and bathroom / playground.
- Check attached staff rooms and storage areas.
- Collect class medication, Medical Management Plans and emergency contact list.

Garraway room Child Care Worker to

- Collect preschool Ventolin and Epipen from Hazardous Products cupboard in the kitchen
- Collect staff sign in sheets.

Office staff (or Responsible Person) to collect:

- Keys
- Phone / Mobile
- Visitor / student / volunteer sign-in sheets from the office
- First aid kit from the office compactus (1st bay)
- Emergency contact list from on top of the first aid kit (office compactus 1st bay)

Children to be taken to lower playground, then out of the preschool via the lower gate, if necessary, to Wollundry Park or Pennant Hills Bowling Club.

Teachers to call their class roll to ensure all children are accounted for.

Office staff to check all staff and visitors are accounted for.

If possible, shut down power supply – located outside (will need key from the office drawer).

All staff to remain with children.

Return the children to the classrooms only if the all-clear directive is given.

If need be, contact parents/carers to collect children from Emergency Evacuation Areas.

If necessary contact parents via email to let them know an evacuation has occurred.

Consider using fire extinguishers only if it is safe to do so.

Lockdown Procedure

In the event of police activity, act of terrorism, intruder, chemical or hazardous leak or spill outside of preschool, snake or potentially dangerous animal, this procedure will be followed:

STAY CALM AT ALL TIMES

Assist anyone in immediate danger.

How to raise the Alarm

- alert the rest of the Preschool by ringing the bell in the office three times, or by way of a runner
- Director or office staff to ring 000

All educators to gather children and move to the lockdown area / safe place – staff room /classroom.

Teachers to

- Collect classroom attendance sheets
- Gather the children

Child Care Workers to

- Check classroom and bathroom / playground.
- Check attached staff rooms and storage areas.
- Close all windows and blinds.
- Turn lights off.
- Collect class medication and emergency contact list.

Garraway room Child care worker to

- Collect preschool Ventolin and EpiPen from Hazardous Products cupboard in the staff kitchen (only if kitchen is deemed to be unsafe for the lockdown)

Office staff to collect:

- Keys and lock all doors
- Phone / Mobile
- Visitors / students / volunteers sign in sheets from the office
- First aid kit from the office compactus (1st bay)
- Emergency contact list from on top of the first aid kit (office compactus 1st bay)
- Call each class roll to ensure all children are accounted for.
- Office staff to check all staff and visitors are accounted for.
- Keep all children, staff and visitors inside.
- If appropriate shut down power supply – located outside (will need key from office drawer).
- Put towels under doors if necessary.
- Keep phone lines clear.
- Return the children to the classrooms only if the all-clear directive is given by the Nominated Supervisor or Responsible Person.
- Contact parents via email to let them know a lock down has occurred.
- If need be, contact parents/carers to collect children from Preschool.