



Emergency, Lockdown and Evacuation Policy

Quality Area 2: Children's Health and Safety

Policy Statement

Emergency, lockdown and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre are paramount and as such this education and care service is committed to identifying risks and hazards of emergency and evacuation situations and planning for their reduction or minimisation and ongoing review of planned actions around handling these situations.

Goals – what are we doing?

This education and care service will:

- Conduct ongoing risk assessments¹ and reviews of all potential emergency and evacuation situations including medical emergency situations (see Medical Conditions Policy);
- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development; and
- Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Strategies – How will it be done?

Risk management approach to emergency and evacuation situations

The Management Committee and Nominated Supervisor will:

- Work together with staff to identify potential emergency and evacuation situations that may arise at this specific centre to identify all risks associated with such situations. This risk assessment will be attached to this policy and reviewed at least on an annual basis;
- Work together with staff to develop procedures to manage all risks associated with emergency and evacuation situations. These procedures will be attached to this policy;
- Ensure the development of an emergency evacuation floor plan. This floor plan will be attached to this policy;
- Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones;
- Ensure educators and staff have access to emergency equipment such as fire extinguishers and fire blankets and that staff are adequately trained in their use;
- Ensure that emergency equipment is tested as recommended by recognised authorities; and

¹ Risks assessed should include but not be limited to a range of emergency situations including fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threats, violence or robbery.

- Ensure that up to date portable emergency contact lists are held in each room within the centre and that evacuation procedures include the carrying of this list by the room leader at the point of evacuation.

Educators will:

- Assist the Nominated Supervisor in identifying risks and potential emergency situations;
- Assist the Nominated Supervisor in developing procedures and lessen the risks associated with emergency evacuations; and
- Ensure they are aware of the placement of operating communications equipment and emergency equipment and are confident in their ability to operate them.

Communication and display of emergency and evacuation procedures

The Management Committee and Nominated Supervisor will:

- Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these;
- Ensure that all staff are trained in the emergency evacuation procedures;
- Ensure that all staff are aware of emergency evacuation points; and
- Ensure that all families are regularly reminded of the emergency procedures in place of service.

Educators and staff will:

- Contribute to the development of emergency and evacuation procedures;
- Ensure they are aware of the emergency evacuation procedures; and
- Ensure the emergency evacuation procedures and floor plans are displayed.

Scheduled and spontaneous rehearsals and responses to emergency situations

The Management Committee and Nominated Supervisor will:

- Provide staff and educators with specific procedures around all potential emergency situations;
- Ensure that the evacuation procedures are in accordance with the evacuation floor plan;
- Ensure that rehearsals of evacuation procedures are regularly scheduled every three months as a minimum and that the schedule maximises the number of children and staff participating in the procedures;
- Ensure that staff are aware of when scheduled emergency evacuations drills are to take place;
- Ensure the spontaneous rehearsals also take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events; and
- Provide staff with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.

Educators and staff will:

- Be aware of upcoming scheduled emergency evacuations; and be ready in the event of a spontaneous simulated evacuation;

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- Will provide children with learning opportunities about emergency evacuation procedures; and
 - Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.

Documentation and record keeping

The Management Committee and Nominated Supervisor will:

- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed;
- Ensure all staff are provided with feedback forms after each evacuation; and
- Ensure all emergency contact lists are updated as required.

Policy availability

The emergency and evacuation policy will be readily accessible to all staff, families and visitors and ongoing feedback on this policy will be invited.

Review

Management and staff will monitor and review the effectiveness of the emergency and evacuation policy regularly. Updated information will be incorporated as needed.

Statutory Legislation & Considerations

- Education and Care Services National Regulations 2011: 97, 99 (4)(d)(ii), 168
- Work Health and Safety Regulation 2011 Regulation 43

Preparing Emergency Procedures²

Emergency procedures must include:

- An effective response to an emergency;
- Evacuation procedures;
- Notification of emergency services at the earliest opportunity;
- Medical treatment and assistance; and
- Effective communication between the Nominated Supervisor or responsible person on duty and all persons at the service.

The emergency procedures in the emergency plan must clearly explain how to respond to various types of emergency including how to evacuate children, staff and families from Ocean Shores Preschool in a controlled manner.

The procedures should be written clearly and simple to understand. Where relevant, the emergency procedures should address:

- Allocation of roles and responsibilities for specific actions in an emergency to persons with appropriate skills for example appointment of area wardens;
- Clear lines of communication between the person authorised to co-ordinate the emergency response and all persons at the service;
- The activation of alarms and alerting staff, children and families;
- The safety of all people who may be at Ocean Shores Preschool in an emergency, including visitors and tradespeople and children who will require special assistance to evacuate;
- Specific procedures for critical functions such as power shut-off;
- Identification of safe places;
- Potential traffic restrictions;
- Distribution and display of a site plan that illustrates the location of fire protection;
- Equipment, emergency exits and assembly points;
- The distribution of emergency phone numbers including out-of-hours contact numbers
- Access for emergency services (such as ambulances) and their ability to get close to the service;
- Regular evacuation practice drills;
- The use and maintenance of equipment required to deal with specific types of emergencies (for example spill kits, fire extinguishers, early warning systems such as fixed gas monitors or smoke detectors and automatic response systems such as sprinklers);
- Regular review of procedures and training.

Emergency procedures must be tested in accordance with the emergency plan in which they are contained.

All educators and staff must be instructed and trained in the procedures.

² Safe Work Australia Managing the Work Environment and Facilities: Code of Practice (2011)



MANAGEMENT AND EVACUATION PLAN

Name of facility:

Ocean Shores Preschool Inc

Address

121 Shara Boulevard Ocean Shores 2483 NSW

Prepared by:

Ocean Shores Preschool
educators

Authorised by:

Sharon Gray

Date: Feb 2018

**TO BE REVIEWED ANNUALLY IF
CIRCUMSTANCES CHANGE**

Facility Details

This plan is for:

Ocean Shores Preschool

Name of facility

and has been designed to assist management to protect life and property in the event of a bushfire.

This Plan outlines procedures for both **sheltering** (remaining on-site) and **evacuation** to enhance the protection of occupants from the threat of a bush fire.

The Primary Action to follow under normal bush fire conditions is to:

Shelter

Evacuate

Contact person:

Position / role: Educator

Phone number (BH): 02 66801438

Phone number (AH): 0402390030

Type of facility: Preschool **Number of buildings:** 1

Number of employees: 5

Number of occupants: 30

Number of occupants with support needs: Varies 1-5

Provide description of support needs:

Roles & Responsibilities

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bush fire, Cyclone or Flood.

Position	Name or person	Building / area of responsibility	Mobile phone number
Director	Sharon Gray	All responsible for Preschool	0402390030
Educator 1	Kathleen Lewry		0402567466
Educator 2			
Educator 3			

Emergency Contacts

Name of organisation	Office / contact	Phone Number
NSW Rural Fire Service	Billinudgel bush fire brigade	(02) 6671 5500 www.rfs.nsw.gov.au
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW RFS
Early Childhood and care Directorate		1800 619 113
NSW Police Force	Brunswick heads Byron Bay	02 66851 277 02 66859 499
NSW fire brigade	Brunswick heads	02 66851 710
Ambulance		131233
SES	Mullumbimby	02 66843 444
Transport	Brunswick Valley Bus company	06 801 566
Local School	Ocean Shores Public School	01 66802 766



SHELTERING PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter in a designated refuge.

The following are the designated refuges allocated within the premises.

Designated refuges

a. Ocean Shores Preschool building

b.

c.

d.

Procedure for sheltering during a bush fire, cyclone and or flood emergency

Trigger	Action
a. Wild fire from multiple directions/cyclone or flood warning	a. Ring 000 and notify decision Fill all sinks and buckets with water Close all windows Re-assure children and educators
b. All access roads closed	b. Ring 000 and notify of decision Fill all sinks with water Close all windows Re-assure children and educators

After the bush fire, cyclone or flood emergency

- a. Talk about what has happened, ,
- b. Inform families of event
- c. Inform Early Childhood Directorate with-in 24 hours via an incident report
- d. Re-assess our plan

EVACUATION PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge.

Designated assembly points

1. Ocean Shores Country Club
- 2.
- 3.
- 4.

Refuge (primary)

Name of venue (primary): Ocean Shores Country Club

Address of venue: Orana Road Ocean Shores

Nearest cross-street: Yengarie way and Kanandah ct.

Map reference: Lat -28.5152 Long- 153.5439

Phone number: 02 66801088

Transportation arrangements

Number of vehicles required: 1

Name of organisation providing transportation: Brunswick Valley Coaches

Contact phone number: 02 66801566

Time required to have transportation available:

Estimated travelling time to destination: 10 minutes.

Refuge (alternate)

Name of venue (alternate):

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Address of venue:

.....

Nearest cross-street:

.....

Map reference:

.....

Transportation arrangements

Number of vehicles required:

.....

Name of organisation providing transportation:

.....

Contact phone number:

..... Time required

to have transportation available:

Estimated travelling time to destination:

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Before and at the commencement of the Bush Fire, cyclone and or flood Danger Period, we will:

- a. Practice evacuation and lock down drill with Children and Educators.
- b. Fire Safety Education incorporated into program.
- c. Where possible have fire services visit.
- d. Inform families that our website contains information for an emergency evacuation.
- e. Ensure buildings and areas are maintained.
- f. Contact the transport company prior to an emergency for possible use.
- g. Contact the refuge for potential use for bush fire emergency

Procedures for evacuation in the event of a bush fire, cyclone and or flood.

Trigger	Action
a. Told to evacuate by relevant authority.	a. Call Bus company to transport children and educators to nominated shelter. b. liaise with the fire warden or the responsible person. c. Ensure all persons are accounted for d. A nominated educator will begin to contact families affected.
b. Educators are concerned about a nearby fire, cyclone or local flooding.	a.. if time contact families. If no time contact bus company b. Ensure all persons are accounted for.
c. No access for evacuation	a.. Shelter at Ocean Shores Preschool. Ring 000 b. Ensure all persons are accounted for.

After the bush fire, cyclone or flooding event

- a. Discuss event and how people feel.
- b. File incident report with Early Childhood and Care Directorate within 24 hours.
- c. Re-assess our plan
- d. Do not re-enter any evacuated building until advised by an emergency service.
- e. A responsible person is to arrange the movement of persons back to the site or for alternate accommodation.
- f. Account for all persons and informed the police/emergency services of arrangements.

REVIEWED 11/4/18