



# Emergency and Evacuation Policy

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## BACKGROUND

A Service must have policies and procedures which set out what must be done in an emergency and to have an emergency and evacuation floor plan that is displayed in a prominent position. Emergencies can include:

- Cyclone,
- Flood,
- fire or bushfire,
- the presence of dangerous animals or insects,
- other situations that require a lockdown to be implemented, or
- a situation that requires the evacuation of the premises.

However, an emergency may also include an accident or sudden illness that requires the immediate response of educators. It might include an asthma attack, a seizure or an anaphylactic reaction. The Nominated Supervisor (Principal) must ensure that services are included with all other aspects of the site emergency procedures. There must be close links and liaison between the Nominated Supervisor (Principal) and service educators to ensure consistency.

## POLICY STATEMENT

Holy Family Catholic School Early Learning service considers the safety of our families, children and educators is paramount. Pivotal to our overall safety procedures is the management of emergency situations. Our procedures are tested and reviewed a minimum of once each school term and explained to all stakeholders.

## HOW THE POLICY WILL BE IMPLEMENTED

Risk assessments have been undertaken to identify the potential emergencies that are relevant to the service. From this assessment, emergency procedures have been developed.

### 1. Evacuation

Fire extinguishers are installed and maintained in accordance with Australian Standards. Educators will be instructed in their operation. Educators will attempt to extinguish fires only when:

- a fire is burning in the exit and is preventing the safe evacuation of the children and staff,
- the children have been evacuated from the room,
- the fire is small,
- there is no danger to the person operating the extinguisher and the person is well trained and confident in its use.

A fire blanket has been installed and appropriate functioning smoke detectors are installed and there is a residual current device fitted.

Floor plans are clearly displayed near the main entrance and exit of each room used by the Early Learning service and are to be followed in the event of fire, natural disaster or other emergency. An emergency pack stored in the office with the first aid kit included.

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In the case of an emergency an alarm will be activated. In an emergency evacuation a continuous High/low siren.

In the case of a lockdown a short pulsating high- pitched beep siren.

## 1.1 Procedure

- The alarm will activate in the case of a fire alternatively the mobile signal horn.
- A nominated staff member will notify staff members/visitors and report the emergency.
- The nominated staff members will collect the cordless phone, emergency pack.
- All Educators will direct children to the nearest safe exit and proceed to the nominated assembly point. Educators will bring their room rolls and IPADS and will communicate to staff and children's further instructions.
- Educators must lock all doors and windows are closed.
- A nominated staff member will do a final check throughout the building.
- A role call will be conducted at the assembly point by the nominated staff member for all children, educators and visits and reporting any absences.
- The staff member in charge will then proceed to wait for emergency services at the gate via the car park to inform them of the nature and location of the emergency and if anyone is missing.
- The Responsible Person will contact parent to report the emergency and liaise with parents if they arrive to collect their children.

## 1.2 Staff Actions

- All staff will reassure and calm children and apply first aid if required.

## 1.3 All clear

- The building shall not be re-entered until the Emergency Officer in charge advises it is safe to do so.

## 1.4 After the Event

- Nominated staff will give all clear once the situation has been brought to a conclusion.
- Parents will be informed about the emergency via email and/or Xplor app.
- Counselling can be offered for children and staff if required.
- Reporting to the Regulatory Authority within 24 hours
- Complete all necessary reports and evaluations and lodge with the Holy Family Catholic School WHS Coordinator.

## 2. Lock Down

Strategies to bring children indoors if there is a external threat to their safety outdoors.

### 2.1 Procedure

- Phone call / or communicate two-way radio to all staff to implement the lockdown procedure.
- Children and educators remain inside or proceed indoors by taking the safest route, unless directed otherwise by a staff member.
- Children and staff located at the courtyard will need to proceed to the Early Learning room/ OSHC.
- Children and staff located at the playground need to proceed to the Early Learning room/ OSHC
- Staff must return to or remain in their work area and lock all exterior doors and windows so that access from outside is not possible.

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- Where possible, reduce the visibility of children and adults in the buildings from the outside view by drawing any blinds and moving to less visible sections of the room/area.
- Children and Educators in the Design Lab must stay inside and lock the doors. Children and Educators may proceed further into the building to remain out of sight.

## 2.2 Staff Actions

- If you have any information about an emergency in the school between 8.00am-3.30pm contact the front office (extension 100). Otherwise call emergency services as required.
- Ensure you listen to your phone or/two-way radio so that office staff can contact you when they are able to.
- Do not use the school phones or your personal mobiles to ring outside the school during the lock down. Remember that information given to the outside (including family) could impact on the situation.
- Stop the activity, stay in the room, move students to the floor or less visible area of the room, lock windows and doors. Await instructions.
- Staff are to do a roll call to check all children are accounted for.
- Children should be kept as calm and as quiet as possible e.g., by reading / telling stories, playing quiet games and by speaking calmly.
- All phone lines are to be kept clear for communicating with emergency services and for confirming safety of children and staff.
- Students are not permitted to use mobile phones.

## 2.3 All Clear Signal

A Lock Down will be given all clear by verbal confirmation by two way radio or phone.

## 2.4 After the Event

- Responsible Person will give the all clear once the situation has been brought to a conclusion.
- Information is to be given to students and staff about what has occurred and reassure children that they are safe.
- Parents will be informed about the emergency via email and/or Xplor app.
- Counselling can be offered for children and staff if required.
- Reporting to the Regulatory Authority within 24 hours
- Complete all necessary reports and evaluations and lodge with the Holy Family Catholic School WHS Coordinator.

## 3. Harassment and threats by unknown

If a person/s known or unknown to the service harasses or makes threats to children or staff at the Service, or on an excursion, staff 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 staff member in charge is unable to make the call another staff member should be directed to do so.
- Where possible staff will calmly move the children away from the person.
- No staff member is to try 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.
- Staff 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.
- A report will be made to Regulatory Authority within 24 hours

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- Complete all necessary reports and evaluation and loge with the Holy Family Catholic School WHS Coordinator

## REFERENCES:

- Quality Area 2 – Children’s health and safety
- Education and Care Services National Regulations (2011) R 168, R 97
- Education and Care Services National Law Act (2010) S 167
- Holy Family emergency and lockdown procedures

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