QUALITY AREA 2 CHILDREN'S HEALTH AND SAFETY

Standard: 2.3.3

EMERGENCY AND EVACUATION

Introduction

Emergency and evacuation situations may arise at Forest Hill Community preschool; in a number of circumstances and 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 Preschool are paramount and as such, Forest Hill Community Preschool is committed to identify risks and hazards of emergency and evacuation situations, and planning for the reduction or minimisation, and ongoing review of planned actions around handling these situations.

Goals

Forest Hill Community Preschool will:

* Conduct ongoing risk assessment 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.
* Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Strategies

Risk management approach to emergency and evacuation situations

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**The Approved Provider will:**

* Work together with staff to identify potential emergency and evacuation situations that may arise at this specific Preschool to identify all risks associated with such situations. The 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.
* 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 and numbers are displayed nearby.
* Ensure educators and staff have ready 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.
* Ensure that up to date portable emergency contact lists are kept on the sign in desk and that evacuation procedures include the carrying of this list by the Responsible person to the point of evacuation.

**Educators will:**

* Assist the nominated Supervisor in identifying risks and potential emergency situations
* Assist the nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations
* 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 Approved Provider will:**

* Ensure the emergency evacuation 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 families are aware of the emergency procedures in place at the service.

**Educators will:**

* Contribute to the development of emergency and evacuation procedures
* Ensure they are aware of the emergency evacuation procedures
* Ensure the emergency evacuation procedures and floor plan are displayed.

Scheduled and spontaneous rehearsals of responses to emergency situations

**The Approved Provider 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 schedules, once a term, and that the schedule maximises the number of children and staff participating in the procedures.
* Ensure that staff are aware of when the schedule emergency evacuation drills are to take place.
* Ensure that spontaneous rehearsals also take place to ensure staff participate in simulation of an unplanned, emergency evacuation event; and
* Ask staff for verbal evaluation/feedback after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.

**Educators will:**

* Be aware of upcoming schedule emergency evacuations, and be ready in the event of a spontaneous simulated evacuation.
* Will provide children with learning opportunities about emergency evacuation procedures; and be alert to the immediate needs of all children throughout the schedules and spontaneous evacuation drills.

Documentation and record keeping

**The Approved Provider will:**

* Ensure all scheduled, spontaneous and actuals evacuations are documented and reviewed
* Ensure all staff are asked for feedback after each evacuation
* 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 if needed.

Preparing Emergency Procedures

**Emergency procedures must consider:**

* 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 this plan must clearly explain how to respond in various types of emergency, including how to evacuate children, staff and families from the service in a controlled manner.

The procedures should be written clearly and simple to understand. Where

* Relevant, the emergency procedure should address;
* Allocation of roles and responsibilities for specific actions in an emergency to persons with appropriate skills.
* 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 the people who may be at the service in an emergency, including visitors and tradespeople and children who require special assistance to evacuate
* Specific procedures for critical functions such as a 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) ; and
* 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 procedure.

**EVACUATION PROCEDURE**

**IN CASE OF THE NEED TO EVACUATE**

* **The staff member discovering the fire or danger is to blow the whistle (located above the sign in desk) or shout “DANGER EVACUATE”**
* **On hearing the whistle or smoke detector or warning staff are to direct the children to a safe place (usually the gate). One staff member is to go with children keeping them together. Then count the children.**
* **Reassure children and give clear simple directions – walk quickly don’t run. Hold child’s hand and carry if necessary.**
* **In the event that it is necessary to evacuate on to the RAAF base the Director or Responsible Person is to ring SECPOL on 0427343350 to notify of the need to evacuate. The fire alarm will go straight to security and emergency services.**
* **The Director or Responsible Person is to check the office, kitchen, bathrooms and playroom (if safe to do so. Collect the roll and emergency contact list from the sign in desk. Then assist with children and conduct roll call.**
* **Further proceed to evacuate on to RAAF base or car park is necessary.**
* **Once the children and staff are safe depending on the situation it may be necessary to ring security or emergency services on 000.**

**NO ONE IS TO RE-ENTER THE BUILDING UNTIL ADVISED BY THE FIRE BRIGADE OR POLIOCE THAT IT IS SAFE TO DO SO.**

**LOCK DOWN PROCEDURE or Bomb Threats.**

* **One staff member is to take the children into the library and reassure the children and keep them together. Count the children. Conduct roll call if necessary.**
* **The closest staff member to the toilet is to press PANIC button on the control panel of the security system or dial 000.**
* **All doors should be locked and bolted (back store room also)**

**OUR PHONE NUMBER: 02 6922 7489**

**\*\*\*\*EMERGENCY INFORMATION:**

**INCASE OF EMERGENCY: 000 or 112 (mobile)**

**Give address:**

**Corner of Fife Street & Brunskill Avenue**

**FOREST HILL, NSW 2651**

**GPS COORDINATES:**

**LAT: -35.15075**

**LONG: 147.46589**

**(22 Fife Street, FOREST HILL, NSW 2651)**

**Closest main road:**

**Sturt Highway – turn opposite Forest hill Public School**

**Turn into Fife Street and follow to the end, then**

**Turn into park at Preschool sign on the left**

**USEFUL CONTACTS**

**POISONS INFORMATION CENTRE: 131 126**

**SECPOL: 0427 343 350**

**RAAF FRONTE GATE: 02 6937 4566**

**WAGGA POLICE: 02 6922 2599**

**WAGGA VETEINARY SERVICE: 02 6926 0900**

**PLUMBER: Andrew Smith 0404 049 480**

**WAGGA CITY COUNCIL: 1300 292 442**

**ELECTRICAL DISRUPTION: 132 080**

**WATER DISRUPTION: 02 6922 0608**

**RED MANDOLIN CAFÉ: 02 6922 7255**

**FOREST HILL MEDICAL: 02 6922 8888 (defibrillator on premises)**