

## Emergency, Evacuation & Lockdown

**NQS 2.2.2** Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

**NQS 7.1.3** Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

### Introduction

Emergency, evacuation and lockdown 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, evacuation or lockdown situation, the safety and wellbeing of all staff, children, families and visitors to the centre are paramount and as such, Glenaeon Preschool is committed to identifying risks and hazards of potentially dangerous situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling them.

### Aim

We aim to maintain the safety and wellbeing of each child, educator and individual using the service during an emergency or evacuation situation by:

- Conducting risk assessments and reviews of all potential emergency situations that are reasonably conceivable.
- Developing specific procedures around potential emergency situations and ensuring awareness by all staff through the provision of professional development, planning, discussion and ongoing review of procedures; and
- Ensuring regular rehearsal and evaluation of emergency, evacuation and lockdown procedures.

### Definitions:

Name	Definition
<b>Emergency</b>	Any situation or event that poses an imminent or severe risk to the persons at the education and care service premises; Examples: 1 Flood or fire 2 Medical emergency 3 A situation that requires the education and care service premises to be locked-down.
<b>Serious Incident</b>	A <b>serious incident</b> is an incident, situation or event where there is an imminent risk to the health, safety or wellbeing of a person at the Service, resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought, or should have been sought, as a result of an emergency and not, for example, as a precautionary measure. This also includes an incident in which a child appears to be missing, cannot be

	accounted for, is removed from the centre in contravention of the Regulations or is mistakenly locked in/out of the centre premises (Regulation 12).
<b>Lockdown</b>	a situation in which people are not allowed to enter or leave a building or area freely because of an emergency.

## **Procedures**

### **The Approved Provider and Nominated Supervisor will:**

- Work together with staff to identify potential emergency situations that may arise so as to identify all risks associated with such situations.
- Work together with staff to develop procedures to manage all risks associated with emergency situations.
- Work together with staff to develop a Crisis Management Plan.
- Ensure the development of an emergency evacuation floor plan.
- 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 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 (smoke detectors, fire blankets and extinguishers) are tested as recommended by recognised authorities;
- Ensure that up to date portable emergency contact lists are held in each playroom within the centre and the excursion bags (which must be taken by staff 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 communication equipment and emergency equipment, and are confident in their ability to operate them.
- Take an excursion bag stocked with emergency supplies (first aid kit, contact lists, emergency procedures and emergency medications) when evacuating the service.
- Participate in assisting children, colleagues, families and staff to follow emergency procedures in the event of a serious incident or crisis.

## **Communication and display of emergency procedures**

### **The Approved Provider 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;

- Ensure that families are regularly reminded of the emergency procedures in place at the service.
- Ensure the Crisis Management Plan is accessible to staff and reviewed regularly.

**Educators and staff will:**

- Contribute to the development of emergency, lockdown and evacuation procedures;
- Ensure they are aware of the emergency lockdown and evacuation procedures;
- Ensure the emergency lockdown and evacuation procedures and floor plan are displayed.
- Ensure they are aware of the Crisis Management Plan.

**Scheduled and spontaneous rehearsals of responses to emergency situations**

**The Approved Provider and Nominated Supervisor will:**

- Provide staff and educators with specific procedures around all potential emergency situations;
- Ensure that the evacuation and lockdown procedures are in accordance with the evacuation floor plan;
- Ensure that rehearsals of evacuation and lockdown 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 evacuation and lockdown drills are to take place;
- Ensure that spontaneous rehearsals also take place to ensure staff participate in the simulation of an unplanned, emergency evacuation and lockdown events;
- Document rehearsals of emergency situations including the time taken to conduct and areas needing improvement. These must be reviewed and discussed with staff to ensure improvement can be achieved
- Provide staff with feedback after each scheduled or 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;
- Will provide children with learning opportunities about emergency evacuation procedures which are nevertheless implemented without shock using imaginative pictures such as a train ride or cubby time; and
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.
- Participate in the practice and review of scheduled and spontaneous emergency drills.

**Documentation and record keeping**

A serious incident should be documented in an Incident, Injury, Trauma and Illness Record as soon as possible and within 24 hours of the incident. The Regulatory Authority must be notified within 24 hours of a serious incident occurring at the Centre (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183

**The Approved Provider and Nominated Supervisor will:**

- Ensure all scheduled, spontaneous and actual evacuations and lockdowns are documented and reviewed;
- Ensure all staff receive feedback after each evacuation and lockdown drill;
- Ensure all emergency contact lists are updated as required.

**Educators and staff will:**

- Complete all Incident, Injury, Trauma and Illness Records with accurate information as soon as practical after an emergency incident.

**Supporting Documents**

- Glenaeon Preschool Emergency Evacuation Procedures
- Glenaeon Preschool Lockdown Procedures
- Glenaeon Preschool Floor Plan
- Glenaeon Preschool Evacuation Assembly Area Plan
- Glenaeon Preschool Medical Management Plan
- Glenaeon Preschool Lockdown Room Sheet
- Glenaeon Preschool MSDS Folder
- Glenaeon Preschool Evacuation or Lockdown Evaluation
- Glenaeon Preschool Crisis Management Plan
- Glenaeon Preschool Calling Card and Emergency Contacts

**Risk Assessments:**

- Exposure to Body Fluids
- Determining First Aid Requirements
- Carpark Safety
- Severe Storm
- Extreme Smoke
- Chemical spill / Gas leak
- Aggressive dog
- Intruder
- Fire
- Phone threat

**Statutory Legislation & Considerations**

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- ACECQA National Quality Standard

## Sources

- ACECQA National Quality Standard
- Education and Care Services National Regulations 2011
- Childcare Centre Desktop Emergency Evacuation Policy (Jan 17)
- Childcare Centre Desktop Lockdown Policy (Aug17)
- Glenaeon Preschool centre Philosophy

## Review

Emergency procedures are practiced at least 4 times a year, planned for the incorporation of all children enrolled and staff in attendance.

<b>Date Reviewed</b>	<b>Modifications</b>	<b>Next Policy Review Due</b>
<b>Feb 2013 Oct 2014 Nov 2015 Dec 2016</b>	Supporting documents updated –Lockdown created, Map updated, Crisis Management Updated	
<b>Sept 2017</b>	<ul style="list-style-type: none"><li>• Updated the references to comply with the revised National Quality Standard.</li><li>• Add definition of Emergency, Serious Incident and Lockdown</li><li>• Addition of information regarding Documentation and Record Keeping</li></ul>	Sept 2018
<b>Sept 2018</b>	<ul style="list-style-type: none"><li>• Include links to Supporting Documents</li></ul>	Sept 2019
<b>October 2018</b>	<ul style="list-style-type: none"><li>• Update Emergency Calling Card reference</li><li>• Note calm practice of procedures</li></ul>	October 2019