Emergency and Evacuation

POLICY STATEMENT.

Mt Kuring-Gai OOSH will provide an environment that provides the wellbeing and safety of the children at all times ( “My Time, Our Place”1.1, 3.1). All children and Educators will be aware of, and practised in, emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately implemented. In implementing the practise sessions of emergency procedures with children, educators will encourage children to discuss possible scenarios where emergency procedures may be required and support children to come up with solutions and ideas for improving on the procedures or discussing ways to avert emergency situations (“My Time, Our Place”4.2 ).

CONSIDERATIONS.

- National regulation 97; Emergency and evacuation procedures
- National Standard 2; 2.3.3. (“Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented”.)

PROCEDURE.

A risk assessment will be conducted by Educators and Management annually to review and refine emergency procedures

Emergency evacuation procedures and floor plan will be clearly displayed near the main entrance /exit.

All Educators, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the centre. Educators will make arrangements as to the duties undertaken in the absence of staff.

Children and Educators will practice the emergency procedure at least once a term in Before and After Care.

All Emergency Drills will be recorded and evaluated thoroughly.

Parents will be informed of the procedure and assembly points in the parent handbook.

No child or Educator are to go to their bags to collect personal items during an emergency evacuation.

The centre will maintain a fire blanket and smoke detectors and have them checked regularly as per the manufacturers instructions.

Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation.

MKPS OOSH Policies
Educators will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety and all the children have been evacuated from the room.

The Local Fire Authority should be contacted for advice and training on fire safety and this plan included in your procedures.

Example Plan - The evacuation plan will include:

- routes of leaving the building suitable for all ages and abilities. These should be clearly mapped out.
- a safe assembly point away from access of emergency services.
- an alternate assembly area in case the first one becomes unsafe.
- list of items to be collected and by whom.
- staff duties in the emergency.

Educators will be nominated to:

- make the announcement to evacuate, identifying where and how.
- collect children’s attendance records and parents’ contact numbers.
- make the phone call to 000 or other appropriate service, management and parents as required.
- collect the first aid kit.
- check that the building, toilets and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire.
- supervise the children at the assembly area, and take a roll call of children. Educators should be aware of any visitors.

When the emergency service arrives the Co-ordinator will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.

No one should re-enter the building until the officer in charge has said it is safe to do so.
HARASSMENT AND THREATS OF VIOLENCE.

If a person/s known or unknown to the service harass or makes threats to children or Educators at the centre, or on an excursion, or anything else that may harm children, Educators will:

- calmly and politely ask them to leave the centre 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 Co-ordinator is unable to make the call another staff member should be directed to do so. Educators should liaise with team members in advance to determine a code that will alert another team member to a threat situation arising and prompt them to contact police and get the children to a safe place. This should be discussed in staff meetings or drills.
- where possible Educators must endeavour to calmly move the children away from the person.
- no Educator should attempt to physically remove the unwelcome person, but try to remain calm and keep the person calm and as far as possible away from children and wait for the police.
- Educators 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 centre.
Evacuation Procedure

In the event of an evacuation emergency situation e.g. fire, gas leak etc.
Notify the Director immediately!

Evacuation Signal = 3 consecutive blows from whistle of any staff member
Evacuation Area A = Basketball Court
Evacuation Area B = Mt Kuring-Gai Community Hall or Shops

Director

1. Call 000 (Fire Brigade) lock all doors and windows
2. Report to school principal and notify of any children at activities
3. Report to the Fire Officer in charge
4. Reassure and calm children
5. Liaise with parents

Second in charge

1. Collect Backpack, IPad and Mobile phone
2. Gather children and lead them to the Evacuation Area
3. Call roll for children and staff- notify Director of all staff and children accounted for or any children missing
4. Stay with children and reassure them
5. Liaise with parents

All staff

1. Collect First Aid kit, Asthma Puffers and Epipen
2. Check toilets and play areas for any children, walk them over to Evacuation Area
3. Reassure and calm children
4. Apply First Aid if needed

In the event of staff absence the following will apply;

- Coordinator absent = Second in charge to replace Coordinator role.
- Second in charge absent = casual staff to replace Second in charge role.
- All staff = will be allocated the role of Coordinator and Second in charge if both are absent.

When the emergency service arrives the Director will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.

No one should re-enter the building until the officer in charge has said it is safe to do so.

MKPS OOSH Policies
Lockdown Procedure

In the event of adverse weather, dangerous persons and animals. notify the Director immediately!

Lockdown Code = EVERYONE INSIDE FOR CHOCOLATE ICE CREAM

Director

1) Get all children seated in centre or hall
2) Lock main front doors and close blinds
3) Call police 000 & school principal, notify if children are missing or at activities
4) Calm children and wait for all clear

Second in charge

1) Go around and do a silent roll call
2) Notify Director of all children accounted for or any children missing
3) Calm children and wait for all clear

All staff

1) Gather children inside as quickly as possible
2) Calm children and wait for all clear

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CONSIDERATIONS:

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ENDORSEMENT BY THE SERVICE:

Approval Date: __1st September 2015___________________________

Date for Review: __1st September 2016__________________________