



Emergency and Evacuation Policy



Policy Number	QA 2/13	Title	Emergency and Evacuation Policy
Revision	2.1	Written By	Nominated Supervisor
Reviewed By	EHOOSH Management Committee	Approved By	EHOOSH Management Committee
Supersedes	Version 1.1	Effective Date	September 2023

The ***Emergency and Evacuation Policy and Procedures*** should be read in conjunction with related policies, procedures and plans including:

- Maintenance of Safe Environment Policy
- Medical conditions in children
- Enrolment and orientation
- Excursions
- Delivery of children to, and collection from, education and care service premises
- Safe Arrival of children
- Incident, injury, trauma and illness
- The administration of first aid

1. Policy Statement

We are committed to ensuring the safety, health and wellbeing of children attending our education and care service by identifying the risks and hazards of emergency and evacuation situations.

Children, educators and staff will regularly rehearse our emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation.

2. Background

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place for emergency and evacuation to minimise risk of harm to children.

Having a clear plan for the management and communication of incidents and emergencies assists educators to handle these calmly and effectively, reducing the risk of further harm or damage.

3. Procedures

In the event that the service needs to be evacuated or locked down we aim to conduct this in a rehearsed, timely, calm and safe manner to ensure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so. We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the Service's environment. We have defined emergencies that are specific to our environment and undertaken risk assessments.

Circumstances under which evacuation of the service including possible evacuation of school grounds will occur are as follows:

- Fire within the school grounds
- Fire in the surrounding area that puts the service is in danger

- Bush Fire
- Power Failure
- Terrorist / Bomb threat
- Others may include: natural disaster, floods, chemical spill, gas leak/explosion, traffic accident or event which could render buildings unsafe

Circumstances under which lockdown will occur are as follows:

- Severe storms
- Heatwave
- Extreme smoke from bushfire
- Chemical or hazardous substance spill
- Gas leak / atmospheric hazardous substance
- Dangerous animal or insects
- Potentially dangerous intruder/unwanted or uninvited visitor
- Potentially violent/dangerous person due to intoxication or substance abuse
- Unidentified external disturbance
- A siege of service property
- A disaster in the local community
- Unusual amounts of media attention

Emergency evacuation drills will be practiced and reviewed at least every three months. Evacuation plans must be displayed in prominent positions near each exit and in the children's environment with a compliant floor plan for ease of reference.

If appropriate, local emergency services (e.g., fire, police, and ambulance), local government and other relevant agencies including professional service consultants will be consulted for advice about issues like evacuation routes, assembly points and accessibility for adults or children with special needs.

4. Procedures

4.1 Drills

The drills will:

- Take place at various times of the day and week to ensure all children and educators get the opportunity to rehearse. Best practice is to have all persons present at the service during the evacuation drill participating if reasonable to do so.
- Be documented, timed and assessed. Debriefing will occur the at following RPIC meeting, 3.00pm and other staff meetings to identify any improvements that may be made.
- Undue stress or concern about drills will be minimised by educators who discuss emergency procedures with the children and the reasons for practicing the drills. Following each drill children should be reassured and their suggestions and comments welcomed for how the drill might be improved to provide them with a sense of control and understanding of the process.

4.2 Evacuation Procedures

If it is unsafe for children, educators, and visitors to remain inside a building, the service will be evacuated.

The RPIC or NS will make sure that the School Principal and a member of the Management Committee are contacted as soon as possible.

Families will be notified as soon as practicable to the nature of the emergency.

Discovery of the Emergency for Evacuation

Educator who discovers emergency

- Alert RPIC immediately
- include the nature, location and extent of the emergency.
- Any person noticing potential dangers in or around the school should immediately **notify the RPIC**

RPIC

Immediately announce on walkie talkies to DE1 which lockdown procedure to hold

	<ul style="list-style-type: none"> • Lockdown in nearest building • Silent lockdown • Lockdown in area
Designated Educator 1 (Welcome desk person)	<ul style="list-style-type: none"> • Will sound the alarm by pressing the button on the megaphone continuously for 1 minute, and if necessary, use the walkie talkie to broadcast the noise. • Collect tablets and OOSH mobile phone. • Collect evacuation trolley with megaphone.
Designated Educator 2	<ul style="list-style-type: none"> • Will call 000, on the nearest phone or Emergency app informing emergency services of the nature of the emergency and our location. ⇒ Location – 9A Lincoln St, Eastwood, between Balaclava & Vimiera Roads.
Educator in hall/library or other parts of the school	If using other classrooms, the library or the hall, educators will check the toilets before leaving and closing all doors behind them (don't lock).

Evacuation

Everyone (except Educator 4)	Evacuate to evacuation point
Educators	<ul style="list-style-type: none"> • Escort children, visitors and families to the oval via evacuation route (provided it is safe). • If possible, help children to put their shoes on, otherwise leave immediately.
Children	<ul style="list-style-type: none"> • Follow educators' directions. • Move quickly and orderly. <p>◇ ALL BELONGINGS are to be left behind</p>

Once Evacuated

Educators	Educators will supervise and reassure children.
Children	Assemble in classes
RPIC	<ul style="list-style-type: none">• Take roll call• Inform the FIRE WARDEN whether evacuation successfully carried out or if there are any missing children/educators for immediate follow up. Educators and fire warden to find missing children/educators immediately.
Educator 4/Fire warden	<ul style="list-style-type: none">• Inform fire brigade of all details on arrival.• To inform all staff, when possible, of next steps to follow
Nominated Supervisor	<ul style="list-style-type: none">• If the oval is not suitable then movement will be to the grassed area near Demountable 2 at the front of the school as an alternative.• In case of major fire, chemical spill or bomb threat, where evacuation off site is needed, evacuation should be as follows:<ul style="list-style-type: none">○ Educators are to take children out of the gateway on Lincoln Street, turn right and walk along Lincoln St to the crossing, cross Lincoln street and turn left into Balaclava Road then turn left into Lynelle Park. Remain at Lynelle Park and await advice from emergency services.○ If it is not safe to access Vimiera Road, Educators are to take children out of the rear gate into Bellamy Avenue, turn left and walk along Balaclava Road to Lynelle Park. <p>In the case of prolonged evacuations, the PRINCIPAL (or delegate) will confirm with North Ryde RSL Eastwood (contact Patrick 9868 4222) that it is safe to evacuate to their premises on Vimiera Road.</p>

4.3 Lockdown Procedures

If it is unsafe for children, educators, and visitors to remain outside, the service will go into lockdown.

Discovery of the Emergency for Lockdown

Educator who discovers emergency	<ul style="list-style-type: none">• Alert RPIC immediately• include the nature, location and extent of the emergency.
RPIC	<ul style="list-style-type: none">• Immediately announce on walkie talkies to DE1 which lockdown procedure to hold:<ul style="list-style-type: none">○ Lockdown○ Silent lockdown○ Stay in place lockdown• Will advise educators of Silent Lockdown• Take roll call• Inform the FIRE WARDEN/S whether evacuation successfully carried out or if there are any missing children/educators for immediate follow up. Educators and fire warden to find missing children/educators immediately.• Wait for emergency services to arrive or provide further information. The PRIC or NS will make sure that the School Principal and a member of the Management Committee are contacted as soon as possible.• Families will be notified as soon as practicable to the nature of the emergency. <p>Do not open doors for anyone under any circumstances until official notification is provided by the principal, executive or police</p>
Designated Educator 1 (Welcome desk person)	<ul style="list-style-type: none">• Will sound the alarm by pressing the button on the megaphone on and off continuously for 1 minute, and if necessary, use the walkie talkie to broadcast the noise.

Designated Educator 2	<ul style="list-style-type: none"> • Will call 000, on the nearest phone or Emergency app informing emergency services of the nature of the emergency and our location. ⇒ Location – 9A Lincoln St, Eastwood, between Balaclava & Vimiera Roads.
Children	<p>Proceed immediately to the nearest ‘lockdown space’</p>
Educators	<ul style="list-style-type: none"> • To go directly to their allocated ‘lockdown space’ <ul style="list-style-type: none"> ○ Lockdown spaces: <ul style="list-style-type: none"> ⇒ K-2 playground – move to library. ⇒ 3-6 COLA and surrounds – move to Hall ⇒ Oval – move to OOSH Hub • 1 staff to check K-2 toilets on way to library. • 1 staff to check demountable toilets on way to OOSH Hub • Instruct the children to enter the room, close doors, pull down blinds and sit in an area away from the windows. • Staff in hall to lock toilet gates and close doors.

Legislative Requirements

Section 167	Offence related to protection of children from harm and hazards
Regulation 97	Emergency and evacuation procedures
Regulation 98	Telephone or other communication equipment
Regulation 168	Education and care services must have policies and procedures
Regulation 170	Policies and procedures must be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies and procedures

Revision Chronology

Version Number	Date	Reason for Change
1.0	November 2018	Creation
1.1	November 2018	Endorsed by OOSH executive committee
1.2	November 2018	Review and evaluation
2.0	September 2023	Emergency and evacuation policies merged and updated for Hub location
2.1	September 2023	Updated format