

## ARMIDALE & DISTRICT FAMILY DAY CARE

### Emergency Evacuation/ Lockdown Policy

<b>Related documentation</b> <b>Policy/policies:</b>	Incident, injury, trauma and illness Assist with the administration of first aid
<b>Regulation/s/ Standards:</b>	Education and Care Services National Regulation 87, 97,136,168 The National Law 169 and 174 The National Quality Standard 2.3.2, 2.3.3 Supervision
<b>Related procedures:</b>	Workplace health and safety for Educators Workplace health and safety Coordination Unit
<b>References:</b>	Work Health and Safety 2011 Community Child Care Cooperative Risk Management
<b>Date effective</b>	November 2016
<b>Date for review</b>	November 2018
<b>Purpose/s</b>	To establish evacuation and lockdown procedures to be implemented in response to emergency situations. To meet Workplace, Health & Safety, National Regulations and National Standards obligations and ensure the health and wellbeing of children and adults in AFDC services.
<b>Responsibility/applies</b>	Educators, Educator Assistants, Children, Coordinators, Families and Visitors

#### Key information:

An emergency is defined as a situation or event that poses an imminent or severe risk of harm e.g. fire /bushfire, flood, severe storm.

An emergency evacuation floorplan complete with written instructions must be displayed in a prominent position at **each** of the service's exits.

Emergency evacuation/lockdown procedures must be practiced and documented at least once every three months. These practices must involve all children in care and it is recommended they be undertaken at different times of the day.

Educators living in rural and fire prone areas must develop contingency plans for bush fire as recommended by NSW Rural Fire Brigade guidelines (see [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au))

## **Procedures for EVACUATION e.g. a Fire Emergency**

**Help those in immediate danger**

**If possible, close the doors and windows as you are exiting your home/venue to prevent the fire spreading. If there is smoke get down low and go under it**

**Collect your evacuation pack and leave as a group to go your assembly point. Once there DO NOT GO BACK**

**Call the Fire Brigade (000) from the safety of your assembly point**

**Call the Coordination Unit for help and support.**

**Call families to collect the children. Ensure children are signed out as they leave.**

**DO NOT return to your home/venue until emergency services advise you it is safe to do so.**

### Preparation

- Educators must ensure that their home/ venue has appropriately located smoke detectors, a fire blanket adjacent to cooking facilities and an appropriately located fire extinguisher.
- Educators must maintain their fire protection equipment in accordance with Australian Standard 1851 -2012 and provide evidence to the Coordination Unit that it has been inspected every 6 months and after every use.
- Educators must keep any security lock keys in an accessible place to enable swift evacuation when necessary.
- The Emergency Evacuation Plan must display all exits from the home and the designated assembly area outside. The location of the first aid kit must be marked on the evacuation plan by the recognisable symbol of a white cross on a green background.
- The designated assembly area should be well clear of the building. It should ensure children can be evacuated from the premises without going back near the danger area or placing them in further danger.
- Educators should have an evacuation pack ready to collect as they leave their home/venue. The pack should include a charged mobile phone, copies of the health management plans for any children with medical conditions, the attendance record and a first aid kit.

Some emergency situations (e.g. a snake or other dangerous animal in the outdoor environment, storms or natural disasters) will require Educators and children to simply remain indoors and to contact the Coordination Unit for assistance.

Some threats (i.e. aggressive people trying to gain access to the service) will require Lockdown.

### **LOCKDOWN procedures**

**Lock all entry points (doors and windows)**

**Collect phone and attendance sheets**

**Gather children together in a room toward the back of the house away from windows**

**Try to keep calm and reassure the children**

**Contact the Police providing them with details re the appearance of the intruder (*and their name if known*)**

**Contact the Coordination Unit**

**Contact families as soon as safe to do so to ask for children to be collected.**

### **Follow Up**

- In the event of an actual evacuation/lockdown a Serious Incident Notification must be made submitted to the Department of Education and Communities.
- WorkCover NSW (131050) must be informed immediately of any serious injury. WorkCover must also be informed within 7 days if the injured person is unable to resume regular activities or if there has been substantial property damage to the residence or venue as a result of the incident.
- Educators should provide children with opportunities to express their thoughts and feelings after they have witnessed an emergency. Educators may need to seek the advice and support of a counselling service themselves and the Coordination Unit can assist with this.

### **Emergency phone numbers:**

**Police 000**

**SES (NSW Emergency Service) emergency assistance in the event of flood or storms 132 500**

**Northern Tablelands Wildlife Carers (snake removal service) 1800 008 290**