

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *Emergency Evacuation/ Lockdown Policy*

<p><b>Related documentation Policy/policies:</b></p> <p><b>Regulation/s/ Standards:</b></p> <p><b>Related procedures:</b></p> <p><b>References:</b></p>	<p>Incident, Injury, Trauma and Illness Assist with the Administration of First Aid</p> <p>Education and Care Services National Regulation 87, 97,136,168 The National Law 169 and 174 The National Quality Standard 2.2. 2.2.1, 2.2.2</p> <p>Supervision Workplace Health and Safety for Educators Workplace Health and Safety (Coordination Unit)</p> <p>Work, Health and Safety Act, 2011 &amp; Work, Health &amp; Safety Regulation, 2017.</p>
<b>Date effective</b>	August 2022
<b>Date for review</b>	December 2023
<b>Purpose/s</b>	To provide Directors, Management, Educators, families and the community with the confidence that the safety and wellbeing of all partners within are paramount and will be considered at all times.
<b>Responsibility/applies</b>	Directors, Management, Nominated Supervisor, Educators, Children, Families and Visitors.

**Key information:**

Armidale Out of School Hours Care is committed to ensuring the safety, health and wellbeing of children attending our education and care service, along with that of their families and our other partners, by identifying the risks and hazards of emergency and evacuation situations.

The Responsible person, Children and Educators will regularly rehearse our emergency, evacuation and lockdown procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation.

**Definition:**

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, intruder.

### **Emergency Evacuation Procedures:**

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.

These guidelines will apply to the Approved Provider, Nominated Supervisor, Management Staff, Educators, Students, volunteers, Parents, and others attending the service at the time of the Evacuation Procedure.

Procedures for EVACUATION e.g. a Fire Emergency

1. Inform all persons in the service to evacuate.
2. Phone 000.
3. Move all persons to the primary evacuation assembly area as indicated in the evacuation plan.
4. Ensure the Responsible Person has the attendance records, parent contact details and medical condition documents, first Aid Kit and a telephone.
5. Check all persons who are signed in at the service at that time are in the evacuation assembly area.
6. Keep all children and persons calm during the evacuation.
7. Inform AFDC Management of the evacuation and the emergency. Management will then inform the parents and ask them to collect the children if necessary.
8. Once the area has been declared safe by the appropriate authorities, Educators and the children may return to the service

### Procedures:

- Nominated Supervisor must conduct an annual risk assessment to identify potential emergencies relevant to the school.
- Nominated Supervisor must ensure that the school has appropriately located smoke detectors and that the service has a fire blanket adjacent to cooking facilities and an appropriately located fire extinguisher.
- Staff must keep any security lock keys in an accessible place to enable swift evacuation when necessary.
- The Nominated Supervisor must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit of the hall. 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 location of the fire protection equipment must be marked on the evacuation floor plan.
- 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.
- The Responsible Person should have an evacuation pack ready to collect as they leave the service. 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 staff and children to simply remain indoors and to contact Management for assistance.

A situation that requires a Service to be in lockdown could include but not limited to: intruders (animal or person), power failures or electrocution, involvement of firearms or other weapons or structural damage.

#### LOCKDOWN procedures

1. Lock all entry points (doors and windows).
2. Collect phone and attendance records.
3. Gather children together in the hall
4. Keep calm and reassure the children.
5. Contact the Police providing them with details of the threat, e.g. the nature of the intruder and, if appropriate, the appearance of the intruder (*and their name and location if known*).
6. Contact AFDC Management and inform them of the lock down; they should then contact families and inform them they will be contacted to collect the children as soon as safe to do so.

Lockdown procedures are to be accessible, though not displayed in the care environment, as potential intruder can locate children if lockdown procedure is visible.

#### **Follow Up**

- In the event of an actual evacuation/lockdown a Serious Incident Notification must be submitted to the Department of Education and Communities within 24 hours.
- WorkCover NSW (ph: 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; Management will provide this service.

#### **Emergency phone numbers:**

Police, Ambulance, Fire Brigade 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

NSW Poison Information Centre 13 11 26