

ARMIDALE & DISTRICT FAMILY DAY CARE	
Emergency Evacuation & Lockdown Policy	
Related documentation Policy/policies: Regulation/s/ Standards: Related procedures: References:	Incident, Injury, Trauma and Illness Assist with the Administration of First Aid Education and Care Services National Regulation 87, 97,136,168, 98 The National Law 169 and 174 The National Quality Standard 2.2. 2.2.1, 2.2.2 Supervision Workplace Health and Safety for Educators Workplace Health and Safety (Coordination Unit) Work, Health and Safety Act, 2011 & Work, Health & Safety Regulation, 2017.
Date effective	July 2023
Date for review	July 2025
Purpose/s	To provide clear guidelines to ensure the safety of children and others at the service during any emergency or evacuation while children are being educated and cared for by Educators or Armidale & District Family Day Care. To meet Workplace, Health & Safety, National Regulations and National Standard obligations and ensure the health and wellbeing of children and adults in AFDC services.
Responsibility/applies	Directors, Management, Coordinators, Educators, Educator Assistants, Children, Families and Visitors.

Key information:

An emergency, in relation to an education and care service, is any situation or event that poses an imminent or severe risk to the persons at the family day care service, E.g., Fire, flood or intruder.

The emergency and evacuation procedures are rehearsed every 3 months by each family day care educator, and the children being educated and cared for by the family day care educator on that day.

Individual services are to have an emergency evacuation diagram displayed at each exit, complete with a written evacuation procedure.

Educators of a Family Day Care service must ensure that a risk assessment is conducted and documented to identify potential emergencies that are relevant to their service.

Procedures for emergency evacuation and lockdown rehearsals

AFDC Coordination unit will send out a notification to Educators, of the upcoming lockdown and emergency rehearsals (every 3 months). The Coordination unit will provide Educators with a scenario for their service to act on when conducting the emergency evacuation.

Procedures for safety equipment

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 your fire protection equipment - extinguisher and fire blanket has been inspected every 6 months and your smoke alarms and smoke detectors tested every 6 months. Batteries should be changed every 12 months. It's important that smoke alarms are working as it is usually the first indication of a fire.

Procedures

Educators must keep any security lock keys in an accessible place to enable swift evacuation when necessary.

The Family Day Care Service 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 family day care residence. On the evacuation floor plan, educators are to display the location of the first aid kit, fire safety equipment, exits and assembly area.

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 and appropriate medication for any children with medical conditions, the attendance record and a first aid kit.

Educators are required to have a charged and operating phone for communication to and from parents and emergency services.

A situation that requires a Family Day Care 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.

If the education and care service premises is located within a multi-storey building shared with other occupants and on a storey with no direct egress to an assembly area—

- (i) all possible evacuation routes from each storey on which the premises is located; and

- (ii) the evacuation routes that are proposed to be used in an evacuation; and
- (iii) how all children will be safely evacuated from the premises, including nonambulatory children; and
- (iv) the stages in which an evacuation will be carried out; and
- (v) the identity of the person in charge of an evacuation; and
- (vi) the roles and responsibilities of staff members during an evacuation; and
- (vii) the arrangements made with the other occupants of the multi-storey building in relation to the evacuation of the multi-storey building.

EVACUATION procedure

1. Inform all persons in the residence or approved venue to evacuate
2. Collect emergency evacuation bag, ensure all children in care are present before evacuating.
3. Ensure you have attendance records, parent contact information and medical condition documents.
4. Move all persons to the primary evacuation assembly area, as indicated on the evacuation diagram.
5. CALL 000
6. Inform AFDC coordination unit of the evacuation and the emergency. The coordination unit can then support as necessary.
7. Once the area has been declared safe by the appropriate authorities, the Educator and the children can return to the service.

LOCKDOWN procedure

1. Lock all entry points (doors and windows).
2. Collect phone and attendance records.
3. Gather children together in a room toward the back of the house away from windows.
4. Keep calm and reassure the children.
5. Contact the Police providing them with details e.g., the appearance of the intruder (*and their name and location if known*).
6. Contact the AFDC Coordination Unit to inform of the lock down, the Coordination Unit can then contact families, and inform them they will be contacted to collect the children as soon as safe to do so.

Documentation of Emergency Evacuation and Lockdown

All rehearsals of the emergency and evacuation procedures are to be documented on the appropriate form provided by Armidale Family Day, providing the below details.

- Educators name.
- Educators signature.
- Scenario of the evacuation.
- Date and time of the rehearsal.
- The length of time the rehearsal took.
- Children who participated.

- Overall evaluation of the rehearsal.

If using the emergency evacuation form – state, the date the smoke alarms were last tested.

Follow Up

- In the event of an actual evacuation or lockdown a Serious Incident Notification must be submitted to the Department of Education and Communities.
- 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 themselves and the Coordination Unit can assist with this.

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

Rural fire service (RFS) bushfire information line 1800 679 739