

Emergency and Evacuation Policy



QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY

Rationale:

Mount Compass Preschool Centre will plan for and respond effectively to emergency evacuations and invacuations. Evacuation may be required in the event of a fire, chemical spill, bomb scare, earthquake, gas leak, flood or bush fire. Invacuations (lock-ins) may be required to keep (and get) people inside to keep them from perceived danger, hostility or violence. Planning for and responding effectively to fire and emergency evacuations is important to ensure safety in children’s centres.

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each child is Protected
Element 2.2.2	Incident and emergency management Healthy lifestyle	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Definition:

An emergency is described as ‘an event occurring on Department for Education (DfE) premises, or involving any person under the employment, direction or care of DfE that causes or threatens to cause -

- a) The death of, or injury to, or other damage to the physical or mental health of, any person; or b) The destruction of, or damage to, any property; or c) A disruption to essential services or to services usually provided by or supervised by DfE; or d) Harm to the environment, or to flora or fauna; this may include naturally occurring events (such as bushfires, floods or storms) but also includes fires, explosions, emissions of poison or other hazardous agents, or acts of hostility or extreme violence’.(DfE)

Procedure:

To effectively plan and respond to fire and emergency evacuations and invacuations, the preschool will:

- Identify potential emergencies, e.g. bush fires, floods, crime, likely accidents in the centre, asthmatic or allergic children, take all precautions and plan for relevant worst-case scenarios.
- Have a fire extinguisher and fire blanket readily accessible near areas where fires are likely to start, such as the kitchen. Fire extinguishers and blankets, as well as smoke detectors and emergency exit signs and lighting are tested each year by Departmental preventative maintenance to check that they are all in good working order. Centre staff ensure fire exit doors remain easily accessible and should be able to be easily opened in an emergency.
- Ensure all fire protection equipment is tested in accordance with Australian Standard AS 1851.1 (1995) for level 1 service and kept in proper working condition. This is done through Departmental scheduled preventative maintenance.

- Ensure all staff members are aware of the correct use of a fire extinguisher, the acronym PASS can be used to train staff in using fire extinguishers:
 1. Pull pin or release lock
 2. Aim low at the base of fire
 3. Squeeze handle
 4. Sweep fire extinguishers from side to side at base of fire.
- Ensure escape routes and assembly areas are kept clear of obstruction at all times.
- Evacuation assembly areas are selected and familiar to all staff (please see Evacuation Procedure)
- On evacuation/invacuation all staff have responsibilities to ensure everyone's safety.

Emergency Finder:

- Identifies emergency, repeated blows of whistle (located on wall near kitchen sink)
- Inside staff collect the "Emergency Evacuation Bag" from the laundry storage, EPI Pen and the mobile phone located on kitchen bench.

Evacuation Procedure:

Inside Educator

- Roll Book with emergency contacts from small kitchen bench
- Gather and assist children to nearest safest exit.

Outside Teacher

- Gather sign in sheet and shoe box
- Gather everyone to the front car park gate (Evacuation point)

Responsible Person

- Check: Bathrooms, directors' office, storerooms, kitchen, back yard and staff room for people.
- Obtain weekly book sheet, call roll and check all children and staff are present.
- Decide if necessary, to move group out of the front gate. If necessary, to evacuate further head to safety zone of the Oval.
- Call emergency services

Invacuation / Lockdown / Procedure

- Emergency Finder will do three short blows of the whistle. (located on wall near kitchen sink)
- Everyone evacuates to inside the building
- Report threat immediately to the Responsible Person.
- Everyone is to gather together on the floor in the kindy in the space on the floor alongside the toilets
- Last adult in the building ensure all doors are locked if required and blinds closed.
- Teacher checks sign in sheet to ensure all inside, missing persons then located.

The Responsible Person will then assess the situation and call snake catcher (0413511440) or police (000) as required

- Keep a record of each practice that includes an evaluation of the procedure and what action is to be taken if any, and keep these records for at least 3 years
- Ensure the safety and evacuation of all children and staff before trying to contain or extinguish a fire. If the fire is small and you are nearby when it begins it may be appropriate to try to extinguish it or contain it by closing doors and windows, (only if it is not dangerous)

- If a child is burnt, run cold water over burnt part of body, or cover burn with towel soaked in cool water (not ice or ice water), be careful not to make the child hypothermic (too cold), and arrange for the child to be assessed by a doctor or call an ambulance, dial 000
- Ensure counselling and debriefing services are available for all those involved in an emergency situation, if required.

Sources

1. Emergency Management Framework (Department for Education)
2. National Quality Standards Harm and Hazards 2.2
3. Emergency and Evacuation Policy Guidelines June 2021

Table 1: Revision Record – Started February 2024

VERSION	APPROVAL DATE	NEXT REVIEW	REVISION DESCRIPTION
1.1	May 2021	May 2023	Policy reviewed – no changes required.
1.2	April 2024	November 2026	Whole of policy reviewed, and wording and subheading's changed to line in up with NQS and DfE Policy changes.

