



Emergency Evacuation Procedures Policy

Quality Area 2: Children's health and safety

Standard 2.1 Each child's health is promoted.

Standard 2.2 Healthy eating and physical activity are embedded in the program for children.

Standard 2.3 Each child is protected.

In the event of an emergency the following evacuation procedures have been developed to effectively remove children from a situation of risk and escorted to a safe assembly point in the most efficient manner possible. The specific steps are based on an initial risk assessment undertaken by a suitably qualified person in conjunction with the Emergency and Evacuation Floor Plan and Instructions. (Copies of the Emergency Evacuation Floor Plan and Instructions are displayed at each exit.)

Circumstances under which evacuation will occur are as follows:

- Fire within the building or playground
- Fire in the surrounding area where the Centre is in danger (If you are unsure how close the fire is call; [Kensington Fire Station 9367 1222](tel:93671222))
- Flood (call State Emergency Service – [13 25 00](tel:132500))
- Terrorist threat
- Others may include: gas explosion, traffic accident or event which could render the building unsafe

The person who first becomes aware of the need to evacuate is to **blow the whistle** – these are located in front of the evacuation bag in Baby Nappy change area and art atelier. This person is to move throughout the building continually blowing the whistle to ensure that all children and adults hear it. This person is to also call out 'evacuate' and state the safest meeting point.

There are **three** meetings points depending on where the fire or danger is and where the children are at the time.

Main Entry / Exit Door – [Entrance to Centre/Sign in point.](#)

0 – 2's exit door to [Playground/Patio](#)

[Art Atelier/Hat room](#)

Use this exit when possible and safe to do so. The children are to meet just outside the Entrance to centre for roll call. Educators will then move the children safely away from the building to a location deemed safe by the Nominated or Certified Supervisor and the roll checked a second time.

Evacuation Meeting Point; [Hat Area Front Door area](#).

The Evacuation Meeting Point is to be used when the children are outdoors and need to exit quickly or if the emergency hinders the use of the main exit. Children are to meet at the [Outside Playgrounds \(0 – 2 and Main playground\)](#) for roll call and will then be moved through the gate to a location deemed safe by the Nominated or Certified Supervisor and the role checked a second time.

The key to the outside gate is located in the evac bag.

In the event of a severe storm/flood where assembly outdoors is inappropriate the Nominated Supervisor is to nominate a suitable safe location near an exit.

In the event of an evacuation as a precaution where it is not an emergency and the building is safe, the children will be assisted to get their bags before evacuating so that they have on hand spare clothing, food etc.

Duties

Nominated or Certified Supervisor – Is to call 000 (state assistance required – fire brigade, police, ambulance) once out of the building. The Nominated or Certified Supervisor is to direct all children, staff and visitors to a safe location where they can wait for arrival of parents and emergency assistance. Surrounding business grounds may be used if unsafe to stay on Centre premises.

The Nominated or Certified Supervisor is to make a final check of the building to ensure everyone has evacuated and that the necessary supplies have been taken. She/he will also check the staff/visitors book to ensure all are present and accounted for.

Once assembled in a safe location, The Nominated or Certified Supervisor is to call the children's parents and stay with the children until collected.

The Nominated or Certified Supervisor will also call Department of Education and Communities (Speak to Children's Services Advisor) and the local police to inform of the location of the children.

Nominated Supervisor/Educator in charge of the Group - Is to take the sign in sheet and cordless phone to the meeting area, directing the children to the meeting area.

Nominated Supervisor/Educator - Is to check the building thoroughly including classrooms, bathrooms, staff rooms, and playground and under tables or furniture for children.

Educator is to take the staff/visitor sign on sheet, the medication bag/fridge box and the emergency evacuation bag to the meeting area. In the case of a fire, the room assistant will shut all windows and doors, if safe to do so, to reduce the spread of the fire.

Educator- Is to assist Educators to move children to the meeting point. The floater is to thoroughly check the playground before moving to the meeting area.

Please ensure that as an Educator you are aware of your role, especially if you are replacing an absent Educator, as you will adopt their role in the event of an emergency.

Emergency Evacuation Rehearsals

- Evacuation rehearsals are to be practiced every 6 months (or earlier at arrival of new staff) so that all children and staff have experienced an evacuation.

- Each Educator will have a turn at finding the emergency and initiating the evacuation.
- The evacuation is to be timed during rehearsal
- In the event of limited Educators i.e. early morning or late afternoon, staff members are to work together to perform the duties above (the roster should support one Certified Supervisor being on premises at all times to take responsibility and delegating duties). This scenario will be discussed and documented in the Service's Staff Meeting Minutes (OHS).
- In the event of an evacuation causing an inability to use Centre phones, e.g. damaged phone lines, a communication plan will see a staff member seek assistance from neighbouring residents or businesses and / or use the mobile phone taken by a staff member as per our Emergency Evacuation Plan.
- Management will seek training opportunities for staff to participate in emergency evacuations.
- All records of drills undertaken will be kept for a period of 2 years.

This Policy was made with consideration to The Education and Care Services National Regulations and the National Quality Standards

Emergency contact details: <http://www.kidsafensw.org/emergency-numbers/>

Date that the policy was last updated or revised: April 2017

Signature of Director: _____

Nurture and Nature Private Preschool: