



Springwood and District Preschool Kindergarten

Emergency Evacuation Policy (in the case of Internal Fire, Bomb Scare, or other Incident where evacuation is necessary)

Legislation:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2018

United Nations Convention on the Rights of the Child 1989

Quality Area 2: Children's Health & Safety

Education and Care Services National Law Act 2010: Sections 167, 169

Education and Care Services National Regulations 2018: Regulations 97, 98, 168(2)(e)

Occupational Health and Safety Act 2011

Work Health and Safety Regulation 2011 Regulation 43

Policy Statement:

Our education and care service is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations including:

Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations (see Medical Conditions Policy);

Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development;

Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Rationale:

Springwood and District Preschool Kindergarten acknowledges that situations will arise where an emergency evacuation is necessary for the safety and well being of the children and educators at the preschool. It is important that all educators working at Springwood and District Preschool Kindergarten are aware of the procedures for an effective and safe evacuation to occur and that all persons on the premises at the time of the emergency evacuation, including families, volunteers and students are aware of the procedures to follow.



Aim:

- To ensure the safety and well being of children, educators, families and other persons at Springwood and District Preschool Kindergarten
- To minimise the distress to children by ensuring all evacuations are dealt with in an efficient manner by educators
- To meet legislative requirements relating to emergency evacuation drills and documentation of such.

Procedure:**FIRE:**

- R REMOVE** children from immediate danger
- A ALERT** others – press emergency button and ring fire brigade/ police
- C CONTAIN** the fire – close doors and windows, if able
- E EVACUATE** to assembly area



See Emergency Evacuation Floor Plan for Emergency Exit points and Evacuation Instructions.

- This Emergency Evacuation Policy and the Emergency Evacuation Floor Plan will be displayed in the foyer, kitchen, staff room, staff toilets and in each of the rooms and near every exit point.
- Steps:
 1.
 - (a) Any person discovering the fire or detecting a possible life threatening situation should push fire alert button. All educators should check that they know the locations of these buttons.
 - (b) Notify NSW Fire and Rescue on **000** stating_
Springwood and District Preschool Kindergarten
Macquarie Road, Springwood

Give location of fire.
Notify if evacuation is complete
Notify the school of fire.
 (if phone cannot be used, use nearest phone, after evacuation is complete)
 - (c) (If possible) Switch off main electricity supply.
 2. All educators are to remain with the children normally in their group at the time unless otherwise indicated.
 3. **Stay calm and keep children calm.**



4. All administration staff, students, volunteers and other persons on the premises are to assist educators and groups of children especially children with additional needs and younger children. The Director to collect the emergency family details file.
5. All other Educators are to direct the evacuation of their individual groups of children
 - Assemble children in a group, collect the sign in books and do a roll call and head count
 - DO NOT collect children's belongings or put shoes on etc., the priority is to exit the building with the children safely.
6. Supervisor will check all areas of the building, including toilets and store rooms to ensure all persons are accounted for. Look 'in', 'around' and 'under' objects and furniture, closing windows and doors if possible
7. The ECT's will check all areas of their rooms & bathroom, WILL ALSO collect 1)the Emergency Evacuation bag located in their room;; sign in book; Children's medical folder; Epi-pens; and put the laminated sign on the door when leaving.
8. Collect necessary keys depending on evacuation route
9. Quickly exit via the safest emergency exit, depending on where the fire/ life threatening situation is located
10. Assemble at an emergency evacuation point – This is in the sand-pit
11. Conduct a roll call and head count at emergency the evacuation point
12. Follow the instruction of emergency personnel, such as NSW Fire and Rescue.
No one is to re-enter the premises until directed by the Senior Fire Officer.

Springwood and District Preschool Kindergarten has the required regulation number of fire hoses, extinguishers and fire blankets installed throughout the premises and these are routinely checked. These include:

1. Water Extinguisher- located in each of the main rooms, for use on wood, paper and rubbish fires. Not to be used for electrical or flammable liquid fires.
 2. CO2 Extinguisher- Located near the kitchen door in the foyer area, For use on paint, oil, electrical and other liquid.
 3. Fire Blanket- Located on wall in kitchen near gate entrance
13. When it is safe for parents to collect children the Director will begin this notification using the contacts list
 - Springwood and District Preschool Kindergarten emergency contact number is at this time is Jessica's mobile 0412870401



- Emergency evacuation bags (back packs) will be placed in each room on hook near first aid box for each group of children and will contain:
 - Sign in/out sheets (roll)
 - Child details (including medical details)
 - Family contact details
 - First aid kit (including Asthma medication, Diabetic management, Epipen and any other needed items. The black individual medication pack will be collected along with the other identified items)
 - Child Health Management plans (asthma, diabetes and anaphylaxis) copied and inside first aid kit
 - Water bottles and cups
 - Food (biscuits)
 - Nappies
 - Wipes
 - Tissues
 - Laminated sign to be placed on Springwood and District Preschool Kindergarten door – Ph: 0413070984 (temporary Lisa's until preschool purchase' mobile)

- Emergency evacuation bags will be checked each month by each room by staff to ensure first aid kits contents are up to date and products are within their use by date. Any products out of date will be replaced.
- The team each morning at 9.30 & 10am come to the parent sign in books and count children and make sure children's care givers have sign in. then return to the team and update them with numbers, until roll is done

- Emergency evacuation drills will be conducted once every month and a record kept including response time and continuing improvement necessary for the future.
 - An evaluation of the practice drills of all emergency procedures is to be recorded.
 - As per Regulations, the practicing of fire drills and in the event of leaving the premises, the preschool must adhere to the child/staff ratios of that of an excursion. All other fire drill practices will involve the evacuation of the children where their names will be marked off the roll.

- Educators will be regularly provided with fire training, including use of fire extinguishers.

Bomb Threat

- When a bomb threat is received, the primary concern must be safety of persons in the building. Evacuations should be effected immediately upon receipt of a bomb threat. Such policy reduces risk and gives prime consideration to the safety of persons.

The following is the evacuation procedure in the event of a bomb threat:

1. The evacuation order will come directly from the Nominated Supervisor. At this time the principle task is to evacuate children and other persons from the building as quickly as possible in an orderly manner. Calls to emergency services should be made from sandpit or the local public school once the evacuation has been completed.



2. The ECT's will collect the attendance rolls and then assist in evacuating persons from the building. All persons should then proceed to the sandpit or Springwood Public School
3. Ensure all children are seated and calm.
4. After all persons have been evacuated a roll call is made from the attendance roll to account for all children. Once the Director is satisfied that all persons have been evacuated then calls are made to emergency services.
5. Staff should be made aware regularly to observe security rules and practices. Trained staff may in many cases prevent the opportunity for placement of a bomb. At all times staff shall be alert for foreign or suspicious objects.
6. All doors and windows will be locked when the building is vacant. Security requires that all keys to all locks be accounted for. A regular check of garden hoses, extinguishers and light fixtures should be maintained to determine that they have not been tampered with or damaged.
7. Searching a building for an explosive or incendiary device is a complex operation, which is not to be carried out by preschool staff. The police shall arrange for a search to be carried out.
8. A Bomb threat will in most circumstances be received by telephone. The person who receives the threat must try and remain calm. Information obtained by this person may be of great importance to the Police. Information which may be helpful to the Police includes the following: exact time of call, voice characteristics of the caller – approximate age, boy, girl, man, woman: accent or peculiar voice inflections; background noises, music, traffic, laughter and other

| Links to Quality Areas and Standards: | | |
|--|-------|---|
| Quality Area 2 | | Children's Health and Safety |
| Standard | 2.3 | Each child is protected. |
| Quality Area 3 | | Physical Environment |
| Standard | 3.1 | The design and location of the premises is appropriate for the operation of a service. |
| Quality Area 4 | | Staffing Arrangements |
| Standard | 4.1 | Staffing arrangements enhance children's learning and development |
| Standard | 4.2 | Management, Educators, co-ordinators and staff members are respectful and ethical. |
| Quality Area 5 | | Relationships with children |
| Standard | 5.1 | Respectful relationships are developed and maintained with each child. |
| Standard | 5.2 | Each child is supported to build and maintain sensitive and responsive relationships |
| Quality Area 6 | | Collaborative partnerships with families and communities |
| Standard | 6.1 | Respectful relationships with families are developed and maintained and families are supported in their parenting role. |
| Standard | 6.3 | The service builds relationships and engages with its community. |
| Quality Area 7 | | Governance and Leadership |
| Standard | 7.1 | Governance supports the operation of a quality service. |
| Standard | 7.2 | Effective leadership builds and promotes a positive organisational culture and professional learning community. |
| Standard | 7.1.2 | Systems are in place to manage risk and enable the effective management and operation of a quality service. |

Source:

Department of Education, Employment and Workplace Relations (DEEWR) (2018) *Education and Care Services National Regulation*
Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR

Policy Reviewed by: _____ *Approved by:* _____

Signature: _____

Date: ____/____/____

Date: ____/____/____

Next Review Date: ____/____/____

