

# Emergencies

## EMERGENCY PROCEDURES

Reviewed: Oct 2009

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### ***Policy Statement***

We aim to provide an environment that provides for the safety and well-being of the children at all times. All children and staff will be aware of, and practised in, emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately undertaken.

### **EMERGENCY POLICY**

- 1) Emergency evacuation procedures will be clearly displayed near the main entrance and exit of each room used by the centre.
- 2) All staff, including casual staff, will be informed of the procedure and their specific duties identified in their orientation to the centre. Staff will make arrangements as to duties undertaken in the absence of other staff.
- 3) Parents will be informed of the procedure and assembly areas in the Family Handbook.
- 4) All fire drills will be recorded with date, time and length of time it took to leave the building.
- 5) Children and staff will practice the emergency procedure at least four times per term, in both before and after school care.
- 6) Drills will be conducted more regularly when there are new children.
- 7) No child or staff member is to go to their bags to collect personal items during an emergency evacuation. This would lead to confusion and delays.
- 8) Staff will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety and they feel confident to operate the extinguisher and all children have been evacuated from the room.
- 9) Keys to the security bars are to be kept in the window locks while staff and children are in the building.
- 10) The centre must adhere to fire regulations set down by the Board of Fire Commissioners.
- 11) **All fire equipment is to be:**
  - Securely in place.
  - Correct extinguisher for area.
  - Extinguisher full and serviced regularly in accordance with Australian Standard 2444. Staff will be instructed in their operation.
  - Fire blanket available in kitchen.
  - Smoke detector batteries to be checked and replaced when necessary.
  - Never block or cover extinguisher, fire blanket, smoke detector or the fire drill notes.
- 12) **Exits are always to be clear of obstruction.**
- 13) **Storms** - the children are to remain indoors playing away from windows and doors.
- 14) **The evacuation plan will include:**
  - Routes of leaving the building suitable for all ages and abilities.
  - Plan of where the fire extinguishers are located.
  - A safe assembly point away from the access of emergency services.
  - An alternative assembly area in case the first one becomes unsafe.
  - List of items to be collected and by whom.
  - List of current emergency numbers and staff duties in the emergency.
- 15) **Staff members will be nominated to:**
  - Make the announcement to evacuate, identifying where and how.
  - Collect children's attendance records, parents contact numbers, and collect first aid kit.
  - Make the phone call to 00 or other appropriate service, management and parents as required.
  - Check that the building and playground is empty and that all doors and windows are closed as far as possible.

- Supervise the children at the assembly area, and take a rollcall of children. Staff to be aware of any visitors.

## **HARASSMENT AND THREATS OF VIOLENCE**

If a person/s known or unknown to the service harasses or makes threats to children or staff at the centre, or on an excursion, staff will:

- Calmly and politely ask them to leave the centre or the vicinity of the children.
- Be firm and clear and remember your primary duty is to the children in your care.
- If they refuse to leave, explain that it may be necessary to call the police to remove them.
- If they still do not leave, call the police.
- If the Coordinator is unable to make the call another staff member should be directed to do so.
- Where possible staff will calmly move the children away from the person and if necessary activate the centre's **Lock Down** procedure.
- No staff member is to try to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible and wait for the police.
- Staff should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the centre.

## **LOCK DOWN**

**A lock down may be necessary in the event of :**

- Armed criminals in the vicinity of the building or surrounding area.
- A person, including a child, showing intent to deliberately harm children or staff.
- Refusal of a person/s to leave the school grounds where that person is considered to be potentially dangerous.

**Procedure:**

- The person who is aware of a dangerous situation that would require a lock down will ring the bell for 30 seconds (located on top of the fridge).
- Outdoor staff will instruct the children outdoors to move indoors quickly and calmly.
- Staff will instruct the children indoors to move and sit in an area of the room that is out of sight of the windows.
- All window and doors to be locked and blinds to be drawn.
- Second in Charge will quietly call the roll and check all children and staff are present.  
First in Charge will call Emergency Services on 000, giving centre name and address and nearest cross street.  
All staff will calm & reassure children.
- First in Charge will report to the Emergency Services person in charge and report any missing children or staff, the location of the dangerous situation and other relevant information.
- No children or staff are to leave the building for any reason until the all clear is given that the perceived danger has been brought under control.

## **STAFF RESPONSIBILITIES / SPECIFIC DUTIES**

**The Coordinator will ensure that:**

1. All staff are familiar with emergency procedures and specific duties.
2. All casual staff or volunteers are orientated to the centre and their role prior to the children arriving.
3. Roll book, contact numbers, and phone are readily accessible.

**All staff will ensure that:**

1. They are familiar emergency procedures and specific duties.

**First in Charge or person indoors:**

1. Collect roll, contact numbers (Green Folder – First Aid Cupboard) and phone.
2. Call 000.
3. Report to Emergency Services person in charge.

**Second in Charge or person outdoors:**

1. If safe to do so, search all outdoors areas (toilets, little fort) for staff and children.
2. Call roll for children and staff.
3. Report any absence to First in Charge immediately.

**All staff:**

1. Reassure and calm children. Apply first aid if required.
2. All staff are responsible for the safety and well being of all children at all times.

## **EVACUATION PROCEDURE**

<p><b>These emergencies or disasters may include:</b></p> <p>Fire Bomb Threat Explosion Gas Leak</p>	<p><b>1<sup>st</sup> Evacuation Assembly Area</b> Fed Shed</p> <p><b>2<sup>nd</sup> Evacuation Assembly Area</b> Trim Place Or as instructed by Emergency Services</p>
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### **In case an emergency arises, the evacuation procedure will be as follows:**

- The person who discovers the emergency will use the siren (30 seconds) on the megaphone located in the First Aid cupboard. If mega-phone is not there use the whistle (also located in First Aid cupboard), blow continuously for 1 minute.  
Alert staff and remove children in a quiet and orderly manner, by the nearest safe exit.  
Second in charge or the person indoors will quickly search all areas for staff and children.
- Assembly at 1<sup>st</sup> evacuation assembly area the **FED SHED**. If the Fed Shed area is unsafe, staff and children will assembly at the 2<sup>nd</sup> evacuation assembly area **TRIM PLACE** next to Victoria Road.
- Second in Charge will call the roll and check all children and staff are present.  
First in Charge will call Emergency Services on 000, giving Centre name and address and nearest cross street. All staff will calm & reassure children.
- First in Charge will report to the Emergency Services person in charge and report any missing children or staff, the location of the emergency and other relevant information.
- The building shall not be re-entered until the Emergency Services person in charge advises it is safe to do so.

## **STAFF RESPONSIBILITIES / SPECIFIC DUTIES**

### **The Coordinator will ensure that:**

1. Regular equipment safety checks and fire drills are carried out and recorded in the appropriate register.
2. All staff are familiar with emergency procedures and specific duties.
3. All casual staff or volunteers are orientated to the centre and their role prior to the children arriving.
4. Gates and locks are in working order, keys are readily accessible.
5. Roll book, contact numbers, and phone are readily accessible.

### **All staff will ensure that:**

1. Passageways, fire exits and stairs are kept clear.
2. External exit doors, gates and routes are not blocked by equipment, rubbish or vehicles.
3. They are familiar emergency procedures and specific duties.

### **First in Charge or person indoors:**

1. Collect roll, contact numbers (Green Folder – First Aid Cupboard) and phone.
2. Call 000
3. Report to Emergency Services person in charge
4. If safe to do so turn off electrical, water and gas mains.

### **Second in Charge:**

1. If safe to do so, search all areas for staff and children.
2. Collect First Aid Kit.
3. Call roll for children and staff.
4. Report any absent children/staff/visitors to First in Charge immediately.
5. Liaise with parents if they arrive to collect children.

### **All staff:**

1. Reassure and calm children. Apply first aid if required.
2. All staff are responsible for the safety and well being of all children at all times.

# FIRST AID

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## ***Policy Statement***

We believe that first aid equipment and facilities should be available to all staff, children and visitors in the centre and while on excursions. All staff will be encouraged to undertake first aid training as part of their conditions of employment to ensure full and proper care of all is maintained.

## ***Procedure***

- 1) A minimum of one staff member present at all times will be currently qualified in first aid.
- 2) All permanent staff are required to have a current first aid certificate.
- 2) A fully stocked and updated first aid kit will be kept in a designated place in the centre. Staffs are to ensure that this is easily accessible to all staff and kept inaccessible to the children.
- 3) The first aid kit will contain the minimum equipment suggested by the Red Cross or St John's Ambulance.
- 4) A cold pack will be kept in the freezer for treatment of bruises and strains.
- 5) Telephone numbers of emergency contacts, local doctor and poisons centre will be located next to the phone.
- 6) The centre will maintain a current subscription to an Ambulance Fund.

## ***IF AN AMBULANCE IS REQUIRED***

- 1) Parents shall give written permission at the time of enrolment giving the Centre the right to transport their children to a Doctor or Hospital in case of an emergency, if they cannot be contacted.