



Emergency, Evacuation & Bushfire Policy

POLICY STATEMENT

Our service will ensure our environment provides safety and wellbeing to all children, at all times. All children and Educators will be aware of, and practised in, all emergency and evacuation procedures. In the event of an emergency, Natural Disaster or threats of violence these procedures will be immediately undertaken. Emergency, Evacuation and Bushfire drills will be practiced each term to ensure that all children and Educators are familiar with all procedures.

CONSIDERATIONS

Education & Care Services National Regulations	National Quality Standard	Related Service Policies / Documentation	Other
R97, R168	2.3	1. Parent Handbook (203) 2. Employee Handbook (202) 3. Providing a Child safe environment policy (116) 4. Acceptance and Refusal of Authorisation (108)	1. My Time, Our Place Framework 2. Network OSHC Code of professional standards 3. Work, Health and Safety Act (2011)

PROCEDURE

1. Emergency Evacuation

- 1.1 Emergency, Evacuation and Bushfire procedures will be clearly displayed near the main entrance and exit of each room used by the centre.
- 1.2 Educators are to follow the route outlined on the map in the room they are using.
- 1.3 Each room used by the centre will also have a copy of our procedure to follow.

- 1.4 All Educators, including relief Educators, any volunteers and incursion providers will be informed of the procedures and their specific duties identified in their orientation to the centre. Senior Educators will decide as to duties undertaken in the absence of other Educators.
- 1.5 Children and Educators will practice the emergency procedures at least once per term, in all types of care, Before School, After School and at the beginning of Vacation Care.
- 1.6 Drills will be recorded with date, time and length of time it took to leave the building. Record any recommendations for improvements on the record.
- 1.7 Drills will be conducted more regularly when there are new children. Parents will be informed of the procedure and assembly points in the Parent Handbook.
- 1.8 Responsible Person will alert the Educators of the need to evacuate and the type of emergency, i.e. emergency evacuation, bushfire or emergency/lockdown.
- 1.9 The Area Leaders will alert children and Educators by the sound of 3 consecutive whistle blows and instruct them to follow the emergency evacuation, bushfire or emergency/lockdown procedure.
- 1.10 In the case of harassment or threats of violence to children or Educators, the code word "Paging" and the Educators location will be radioed to indicate a need for back up, i.e. "Paging quadrangle." The Responsible Person will then attend to that area.
- 1.11 Whistles should not be used in the event of an emergency lockdown due to harassment or threats of violence from an intruder. The code word "Point 6" will be radioed and Area leaders should quietly inform children and Educators to follow lockdown procedures.
- 1.12 No child or Educator is to go to their bags or collect personal items during an emergency evacuation. This would lead to confusion and delays.
- 1.13 Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444.
- 1.14 Educators will only attempt to extinguish fires if the fire is small and there is no threat to their personal safety, and they feel confident to operate the extinguisher and all the children have been evacuated from the room.
- 1.15 The centre will install and maintain a fire blanket and smoke detectors. Blankets and smoke detectors will be checked regularly as per the manufacturer's instructions.
- 1.16 Educators should be aware of bush fire danger and have appropriate training on the necessary procedures.

- 1.17 The NSW Fire Brigade Child Safety Unit should be contacted for advice and training on fire safety.
- 1.18 A copy of the Networks' Fire Safety Guidelines' should be readily available and recommended procedures followed.

2. Evacuation Plan

The evacuation plan will include:

- 2.1 Routes of leaving the building, these will be suitable for all ages and abilities. These should be clearly mapped out in each room. These will be displayed near the main entrance and exit of all rooms used by the centre.
- 2.2 Plan of where the fire extinguishers are located displayed in a public place.
- 2.3 A safe assembly point away from access of emergency services. (Red mat on bottom oval)
- 2.4 An alternative assembly area in case the first one becomes unsafe. (Basketball courts)
- 2.5 Designated classrooms to use in case of a Bushfire or Emergency/Lockdown. (K Green, K Yellow, K Purple, K Orange and Library are our safe places for Educators and children coming from outdoors areas). (Other safe places for Educators and children already indoors are ASC room, Science room, 1 Blue, 1 yellow, 1 Orange, K Blue).
- 2.6 List of current emergency numbers on electronic device.
- 2.7 Educator duties in the emergency, including list of items to be collected by whom.

3. Educators will be Nominated to:

- 3.1 **Chief Warden:** (Responsible Person) make the announcement to Educators to evacuate and specify the type of evacuation, i.e. emergency evacuation, bushfire or emergency/lockdown.
- 3.2 **Wardens:** (Area Leaders/Permanent Educators) The Area Leaders will alert children and educators in their area by the sound of 3 consecutive whistle blows and instruct them to follow the appropriate emergency evacuation procedure.
- 3.3 **Wardens:** (Area Leaders/Permanent Educators) are responsible for ensuring that their area is checked and cleared of all children, directing the educator on equipment duty to check toilets.
- 3.4 **Floor Wardens:** (Assistant Director/Senior Educators) Collect iPads with children's attendance records and parents contact numbers. Collect emergency service numbers.

- 3.5 **Chief Warden** - (Responsible Person) Make the phone call to 000 or other appropriate services, Management and parents as required.
- 3.6 **First Aid Officer/Inside Area Leader** - Collect the first aid emergency kits.
- 3.7 **Wardens:** (Area Leaders) Check the building and playground in their area is empty and that all doors and windows are closed as fast as possible, to reduce the spread of a fire.
- 3.8 **Floor Wardens:** (Assistant Director/ Senior Educators) Supervise the children at the assembly area/ areas, and take a roll call of children, Educators and visitors.
- 3.9 **Chief Warden:** (Responsible Person) When the emergency service arrives, the Responsible Person will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.
- 3.10 No one should re-enter the building until the officer in charge has said it is safe to do so.
- 3.11 **Chief Warden:** (Responsible Person) will notify the School Principal and President of the Committee after the evacuation procedure. A notification will be lodged to ACECQA if there was any potential risk to the safety of the children.

4. Lockdown Procedure:

- 4.1 Responsible Person will alert Educators of the emergency.
- 4.2 Area leaders will blow their whistle 3 times and indicate to children and Educators of the lockdown.
- 4.3 All children and Educators who are outside will be directed to move to their designated safe place. Our safe places are as outlined below.
 - Quadrangle - K Green, K Yellow
 - Fake Grass - K Purple, K Orange
 - Basket Ball courts/Oval - Library
- 4.4 All Educators and children already inside rooms will remain where they are.
- 4.5 In the case of an emergency lockdown due to threats of violence or an intruder, Educators will be informed by the code word "Point 6". Educators are then to quietly inform the children and other Educators of the lockdown, whistles should not be used in this case.
- 4.5 Upon completion of the rolls, the Responsible Person will make judgment on the most appropriate procedure to follow according to the severity of the circumstance communicating this to all lockdown zones via radio call.

5. Educators will be Nominated to:

- 5.1 **Chief Warden:** (Responsible Person) make the announcement to Educators to evacuate and specify the type of evacuation, i.e. bushfire or emergency/lockdown.
- 5.2 **Wardens:** (Area Leaders/ Permanent Educators) will sound their whistle 3 times in their area and indicate the evacuation type. (For an emergency lockdown due to acts of threats and violence, the whistle should not be used)
- 5.3 **Wardens:** (Area Leaders/ Permanent Educators) are responsible for ensuring that their area is checked and cleared of all children, directing the Educator on equipment duty to check the toilets.
- 5.4 **Floor Wardens:** (Assistant Director/ Senior Educators) Collect iPads with children's attendance records and parents contact numbers. Collect emergency service numbers.
- 5.5 **Chief Warden -** (Responsible Person) Make the phone call to 000 or other appropriate services, Management and parents as required.
- 5.6 **First Aid Officer /** (Inside Area Leader) – Distribute First Aid kits to Educators.
- 5.7 **Wardens:** (Area Leaders) Check their area of playground is empty and that all children are inside away from windows and doors. Ensure windows and doors are locked, blinds drawn (where available).
- 5.8 **Floor Wardens:** (Assistant Director/ Senior Educators) Supervise the children at the safe place, conduct a headcount of children on the iPad. Make a note of Educators and visitors present safe place.
- 5.9 **Chief Warden:** (Responsible Person) When the emergency service arrives, the Responsible Person will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.
- 5.10 No one should exit the safe places until the officer in charge has said it is safe to do so.
- 5.11 **Chief Warden:** (Responsible Person) will notify the School Principal and President of the Committee after the lockdown procedure. A notification will be lodged to ACECQA if there was any potential risk to the safety of the children.

6. Harassment & Threats of Violence

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

- 6.3 Politely ask them to leave the centre or the vicinity of the children.
- 6.4 Be firm and clear and remember your primary duty is to the children in your care.

- 6.5 If they refuse to leave, explain that it may be necessary to call the police to remove them.
- 6.6 Radio the code word “Paging” and your location in to indicate you need back up assistance. E.g. “Paging quadrangle”
- 6.7 If they still do not leave, call the police.
- 6.8 If the Responsible Person is unable to make the call another Educator should be directed to do so.
- 6.9 Where possible Educators will calmly move the children away from the person or from the play area. No Educator is to try to physically remove the unwelcome person but try to remain calm and keep the person calm for as long as possible and wait for the police.
- 6.10 Educators should be aware of any unfamiliar people on the premises and find out what they want as quickly as possible and try to contain them outside the centre.
- 6.11 As a last resort radio the code word “Point 6” to indicate to all Educators the need for an emergency lockdown and follow the lockdown procedure. Educators are to quietly inform the children and other Educators of the lockdown, whistles should not be used in this case.

7. Bushfire Management

Hornsby North Public School was assessed by NSW DET School Bush Fire Safety Risk Assessment Tool as having a Bush Fire Attack Level (BAL) of 29 and a medium bushfire risk of 30/50. Hornsby North Public School is in a bush fire prone area but is not included on the DEC Bush Fire Register. This means Hornsby North Community Care Association:

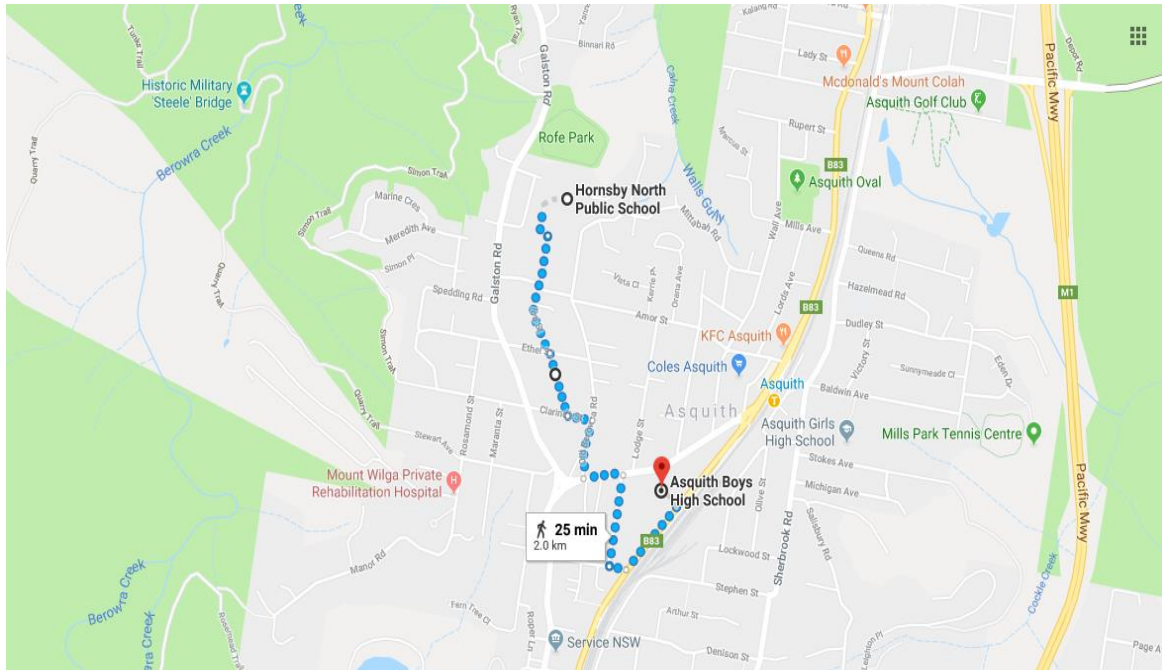
- Can continue to operate as normal during the bushfire season (usually 1 October- 31 March) regardless of fire danger ratings that are issued.
- Will only need to take action such as evacuating or temporarily ceasing operations if directed by emergency services.

If there is a Bushfire in the local area, the Responsible Person will:

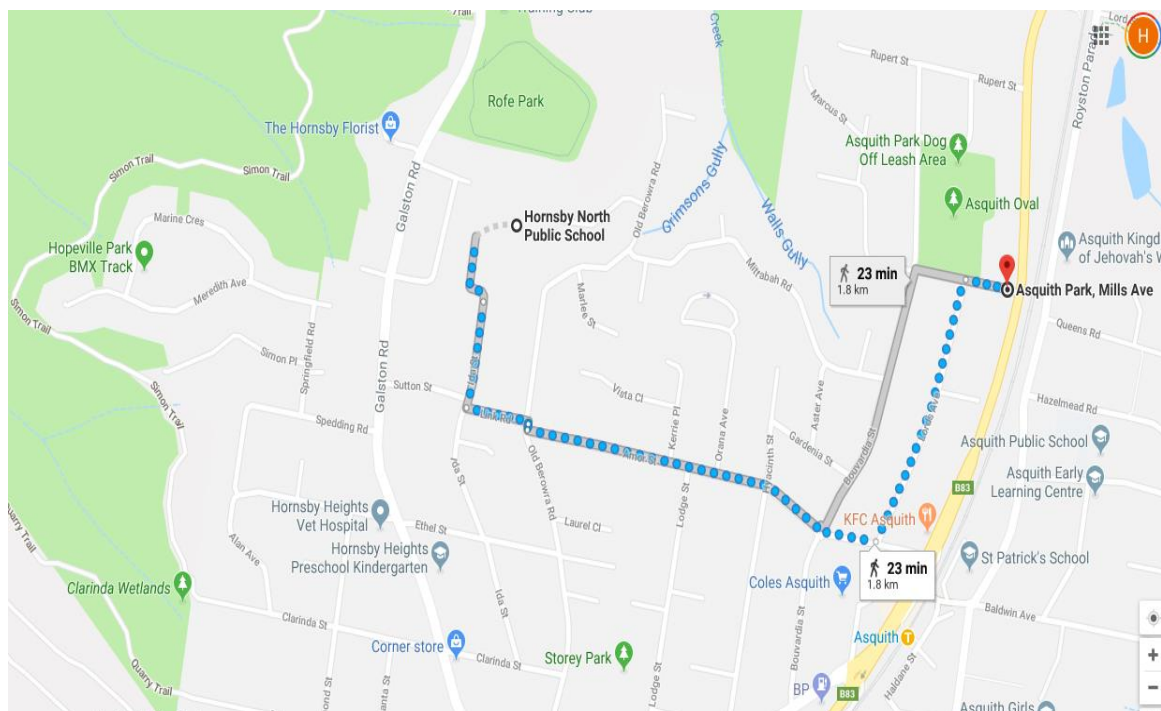
- 7.1 Discuss our specific circumstances with the local fire services and SED (if the School Principal isn't present to do so)
- 7.2 Follow RFS and FRNSW advice.
- 7.3 Follow our lockdown procedure.
- 7.4 Relocating to the nearest Neighbourhood Safe Place would be a last resort.

Our designated Neighbourhood Safe Place is, Asquith Boys High School, Hornsby.

Because of the distance this will only be used as a last resort when remaining on the school premises is impossible. If the Principal advises us to evacuate the school premises, evacuation will be along the length of Ida Street towards Asquith Boys, alternative venue is Asquith Park, Asquith.



Evacuation venue: Asquith Boys High School, Hornsby.



Alternate evacuation venue: Asquith Park, Asquith.

ENDORSEMENT BY THE SERVICE

Date Approved by Director: ____ / ____ / ____

Signature of Approval by Director: _____

Date Approved by Management Committee: ____ / ____ / ____

Signature of Committee Representative: _____

Role of Committee Representative: _____

Date for Review: ____ / ____ / ____