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## 3.2 Evacuation and Lock Down Policy

### Contents

<b>Aims</b> .....	2
<b>Legislative Requirements</b> .....	2
<b>Who Is Effected By This Policy?</b> .....	2
<b>Relevant Early Childhood Professional Standards</b> .....	2
<b>Sources/References</b> .....	2
<b>Procedures</b> .....	3
<b>1. General evacuation procedures</b> .....	3
<b>2. Fire prevention/evacuation</b> .....	5
<b>3. Gas leak prevention/evacuation</b> .....	6
<b>4. Lock Down prevention and evacuation</b> .....	7

## Aims

**Cootamundra Preschool** aim is to apply immediate and appropriate practices when dealing with any emergency or critical incident at the centre, involving evacuation. Evacuation would be most likely to occur as a result of a fire, gas leak or flood.

To that end this policy will cover the following procedures:

1. General evacuation procedures
2. Fire prevention/evacuation procedures
3. Gas leak prevention/evacuation procedures
4. Lock Down procedures

## Legislative Requirements

Education and Care Services National Regulations 2011

Children (Education and Care National Law Application) Act 2010

Occupational Health & Safety Act 2000 & Regulations 2001

## Who Is Effected By This Policy?

Children

Staff

Management

Visitors

Parents

## Relevant Early Childhood Professional Standards

Early Childhood Code of Ethics: 1-1, 1-6, I-5, IV-2, IV-3, VI-1

Early Years Learning Framework: Outcomes 1.1, 1.2,  
Principles – 1, 2

Education & Care Services Australian National Regulations: 97, 89, 136, 168(2e)

National Quality Framework: Quality areas – 1.2.1, 1.2.3, 2.1.2, 2.2.2, 3.1.1, 3.2.1,  
4.1.1, 4.2.1, 4.2.2, 6.2.2, 7.1.2, 7.1.3, 7.2.1,

## Sources/References

Kidsafe Child Safety Resource Material (retrieved January 2012): [www.kidsafe.com.au](http://www.kidsafe.com.au)

(Retrieved January 2012)

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NSW WorkCover (retrieved January 2012): [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

(Retrieved January 2012)

Tansey, S. (2006). Factsheet – Safety in children’s services. National Childcare Accreditation Council. ACT Canberra (retrieved January 2012).

[http://www.ncac.gov.au/factsheets/qias\\_factsheet\\_%202.pdf](http://www.ncac.gov.au/factsheets/qias_factsheet_%202.pdf)

## **Procedures**

### **1. General evacuation procedures**

The Director will ensure that:

**1.1** In an event of an emergency occurring, a risk assessment will have been undertaken to identify areas of difficulty in organizing a speedy, safe evacuation of children and adults

**1.2** All equipment, including warning, alarm and communication systems, fire detectors and fire extinguishing equipment etc. will be maintained in accordance with the manufacturer’s/installer’s instructions, and documentation of these completed checks will be kept for two years

**1.3** All emergency and exit signs are clearly visible

**1.4** All persons in, at or near the service are aware of their role and responsibilities in the event of an emergency or critical incident. Evacuation procedures will also be explained during the process of new staff inductions (see the centre’s ‘Staffing Policy’ Point 2.5).

**1.5** All current emergency telephone numbers will be displayed by the centre’s phones. These will include numbers for the local doctor, hospital, the police, fire brigade and ambulance (000), Poisons Information Centre and NSW Department of Community Services. This information must be portable (e.g. on a laminated sheet) so that it can quickly be taken for use with a mobile phone as the centre is evacuated

**1.6** Appropriate evacuation practices and drills are spontaneously occurring:

Emergency warning alert

Pre-planned evacuation procedure

Pre-planned designated meeting area which must be accessible at all times

A safe, quick, and calm evacuation of all children and staff

Automatic checking that all centre children and staff members are present before and after evacuation. It needs to be remembered however that in an emergency evacuation there may be no time to do a pre evacuation check of those present

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**1.7** Emergency procedures are prominently displayed throughout the centre including an evacuation plan with a clear diagram of the escape route(s) and assembly area(s)

**1.8** Access to firefighting equipment is maintained at all times and the equipment is appropriately signposted. Staff know how to use all firefighting equipment, e.g. the correct use of fire extinguishers will have been demonstrated by local fire brigade members

**1.9** Only qualified, accredited persons install, repair and/or maintain electrical equipment

**1.10** Access/escape routes and emergency exits are clear of obstructions at all times (that is, objects and/or vehicles are kept at least two meters from any exit)

**1.11** Emergency and/or critical incident reporting, response and evacuation procedures or instructions will be documented as per an Incident Report as soon as possible

**1.12** The relevant government health and safety authority is notified in the event of a serious emergency or critical incident. Details of this are contained in the Centre's 'Accident, Emergency Treatment and Death of a Child Policy'

#### General Evacuation Procedure

1. Whoever finds the emergency situation will blow the whistle 3 times and will notify the person in charge.
2. Each staff member has an individual role
  - Room Leaders (Blue and Red room) – Will safely get the children to one of the safest Assembly areas without causing stress and get the daily sign in out sheet and visitors book.
  - Assistant (Blue room) – Will get the preschool and mobile phone and assist the room leader with getting the children to the Assembly area.
  - Assistant (Red Room) – Will get the Evacuation Kit and assist the room leader with getting the children to the Assembly area.
  - Floater – Will ensure all doors are closed and check for children.
  - Director and Clerk (if in the office) – Will be notified and will call 000, if the Director or Clerk are not in the office the Assistant in the Blue room will call 000.
3. When all children, staff and visitors are at the Assembly area the Room leaders will call the roll to ensure all staff, visitors and children are accounted for.
4. All educators and staff will support and supervise children's wellbeing until the situation is resolved.
5. The Director or Responsible person will continue to be in liaison with the emergency services and other relevant agencies.

6. A delegated person will contact families or emergency contacts and inform them of the emergency situation, if advised, arrange for children's collection.

7.

## **2. Fire prevention/evacuation**

**2.1** A fire extinguisher and fire blanket are readily accessible near areas where internal fires are likely to start, such as the kitchen. The extinguisher will be tested annually by a licensed body to ensure it is always in good working order. Documentation of this procedure will be retained for two years. Smoke detectors will be placed in each room (tested annually) and the batteries will be replaced once they start their 'low' warning beep

**2.1** All nominated fire exits are permanently clear for immediate access

**2.3** All staff have been shown the correct use of a fire extinguisher by the local fire brigade. The acronym PASS will be used to train staff in using fire extinguishers:

**P**ull pin or release lock

**A**im low at the base of fire

**S**queeze handle

**S**weep fire extinguishers from side to side at base of fire.

**2.4** The centre has an evacuation pack which could include a basic First Aid kit, children's necessities, such as water, blankets, torch, and parent contact numbers.

**2.5** As noted in Point 1 above, emergency evacuation will be practised on a regular basis and during each term. In addition to this a fire drill will also need to be regularly practised each term. The children will be trained to learn the 'STOP, DROP, ROLL' procedure should their clothes catch fire, and the 'GET DOWN LOW AND GO, GO, GO' in case of a fire evacuation

**2.6** A dated record of these practice sessions is kept which will be included in the evaluation procedures for this policy

**2.7** Ensure the safety and evacuation of all children and staff before trying to contain or extinguish a fire. If the fire is small and staff are nearby when it begins, it may be appropriate to try to extinguish it or contain it, but only if it is not dangerous

**2.8** If a child is burnt, First Aid procedures will be applied and if necessary an ambulance called

**2.9** That each year a visit from the local fire brigade unit is organised to further children's education about fire safety in country areas. This visit will be part of the centre's educational program and will also serve to strengthen centre/community ties with the local community

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**2.10** The First Aid emergency pack, mobile phones and emergency contacts is located in the kitchen (lockdown area) at all times.

2.11 In the case of relocation, Cootamundra Preschool will be advised by the Cootamundra Police where a safe location point will be.

#### Fire Evacuation Procedure

1. Whoever finds the emergency situation will blow the whistle 3 times and will notify the person in charge.
2. Each staff member has an individual role
  - Room Leaders (Blue and Red room) – Will safely get the children to one of the safest Assembly areas without causing stress and get the daily sign in out sheet and visitors book.
  - Assistant (Blue room) – Will get the preschool and mobile phone and assist the room leader with getting the children to the Assembly area.
  - Assistant (Red Room) – Will get the Evacuation Kit and assist the room leader with getting the children to the Assembly area.
  - Floater – Will ensure all doors are closed and check for children.
  - Director and Clerk (if in the office) – Will be notified and will call 000, if the Director or Clerk are not in the office the Assistant in the Blue room will call 000.
3. When all children, staff and visitors are at the Assembly area the Room leaders will call the roll to ensure all staff, visitors and children are accounted for.
4. All educators and staff will support and supervise children's wellbeing until the situation is resolved.
5. The Director or Responsible person will continue to be in liaison with the emergency services and other relevant agencies.
6. A delegated person will contact families or emergency contacts and inform them of the emergency situation, if advised, arrange for children's collection.

### 3. Gas leak prevention/evacuation

In addition to the general evacuation procedures outlined under Point 1 above preventative procedures caused by a gas leak will also ensure:

**3.1** Heaters are checked annually.

#### Gas Leak Procedure

1. Whoever finds the emergency situation will blow the whistle 3 times and will notify the person in charge.
2. Each staff member has an individual role
  - Room Leaders (Blue and Red room) – Will safely get the children to one of the safest Assembly areas without causing stress and get the daily sign in out sheet and visitors book.
  - Assistant (Blue room) – Will get the preschool and mobile phone and assist the room leader with getting the children to the Assembly area.

- Assistant (Red Room) – Will get the Evacuation Kit and assist the room leader with getting the children to the Assembly area.
  - Floater – Will ensure all doors are closed and check for children.
  - Director and Clerk (if in the office) – Will be notified and will call 000, if the Director or Clerk are not in the office the Assistant in the Blue room will call 000.
3. When all children, staff and visitors are at the Assembly area the Room leaders will call the roll to ensure all staff, visitors and children are accounted for.
  4. All educators and staff will support and supervise children's wellbeing until the situation is resolved.
  5. The Director or Responsible person will continue to be in liaison with the emergency services and other relevant agencies.
  6. A delegated person will contact families or emergency contacts and inform them of the emergency situation, if advised, arrange for children's collection.

## 4. Lock Down prevention and evacuation

**4.1** Staff are aware of parents and authorized contacts of all children (as per the child's enrolment). If someone is not authorized to pick a child up, the parent will be called and will give verbal permission. If for the first time a contact that has permission that is not known to the preschool picks a child up, they will have to provide identification.

**4.2** When the children are outside, the staff will ensure adequate supervision (as per our supervision plan), to ensure the awareness of people and animals outside of the Cootamundra Preschool.

**4.3** All persons in, at or near the service are aware of their role and responsibilities in the event of a Lock down. Lock down procedures will also be explained during the process of new staff inductions (see the centre's 'Staffing Policy' Point 2.5).

**4.5** All current emergency telephone numbers will be displayed by the centre's phones. These will include numbers for the local doctor, hospital, the police, fire brigade and ambulance (000), Poisons Information Centre and NSW Department of Community Services.

**4.6** Appropriate evacuation practices and drills are spontaneously occurring throughout the year at Cootamundra Preschool.

**4.7** The relevant government health and safety authority is notified in the event of a serious emergency, lock down or critical incident. Details of this are contained in the Centre's 'Accident, Emergency Treatment and Death of a Child Policy'

Lock Down Procedure

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1. A lockdown will be initiated when a situation arises that requires isolation of staff, students, parents and visitors, these threats could be an aggressive or violent intruder, siege/hostage incident, dangerous animals, armed robbery and lightning and severe storms.
2. If a staff member is aware or is notified of a situation, they will go to the closest staff member and inform them of the hazard, these staff members will inform the other children and staff by quietly telling them "Kitchen Time".
3. Each staff member has an individual role
  - Room Leaders (Blue and Red room) – Will safely get the children into the kitchen without causing stress and get the daily sign in out sheet and visitors book.
  - Assistants (Blue and Red room) – Will assist the room leader with getting the children into the kitchen area
  - Floater – Will ensure all doors, windows are locked and blinds are pulled down.
  - Director and Clerk (if in the office) – Will be notified and will call 000, if the Director or Clerk are not in the office the Assistant in the Blue room will call 000.
4. When all the children, staff, parents and visitors are safe in the kitchen, the room leaders of each room will call the roll to ensure all staff, visitors and children are accounted for.
5. All educators and staff will support and supervise children's wellbeing until the situation is resolved.
6. The Director or Responsible person will continue to be in liaison with the emergency services and other relevant agencies.
7. A delegated person will contact families or emergency contacts and inform them of the emergency situation, if advised, arrange for children's collection.
8. Remain in lockdown until advised by emergency services.

**The Director will ensure that this policy is maintained and implemented at all times.**