



POLICY:

2B.05

**EMERGENCIES:
EVACUATIONS & LOCKDOWN**

1. Policy Objective:

To ensure that all staff and children know the procedures and regularly practise (at least every 3 months) an emergency evacuation process, to minimise the risks in the event of a real emergency or fire.

2. Explanation:

By practising the emergency drills and talking about different emergencies that may occur, children and staff are better able to cope if a real emergency does occur.

3. Implementation:

3.1. The following process will be followed:

- 3.1.1. All services will ensure that the requirements of the Queensland Building (Fire Safety) Regulations 2008 are fully complied with at all times;
- 3.1.2. The owner of the building or the owner's representative has obligations under the fire safety regulations to ensure that the building is safe.
- 3.1.3. Throughout the year the service will hold evacuation practices at least quarterly which occur at any time throughout the day. Outside School Hours Care services should plan practices to cover before and after school care and vacation care, throughout the year.
- 3.1.4. These are carried out in a well organised and orderly manner.
- 3.1.5. Each room will display their 'emergency evacuation' procedure prominently on the wall, which includes all steps to be taken, a floor plan and a back-up plan for emergency routes to be used.
- 3.1.6. Practices will be conducted without warning and should simulate fire and other emergency conditions. This should include varying the location of a simulated fire in the building (i.e. in the kitchen for one drill, the laundry for the next and the office for another) to enable staff to experience different scenarios.
- 3.1.7. A fire officer may be invited to attend on an occasional basis during an evacuation practice at the service to give advice and suggestions for improvement.
- 3.1.8. Every Service will have a Fire Safety Management folder. This will contain a copy of the Queensland Fire and Rescue Services' (QFRS) Management tool.
- 3.1.9. Evacuation practices will be documented - *WHS.004 Emergency Evacuation Record*.
- 3.1.10. The classification of the building will be displayed on the front door of the building. (Certificate of Classification from the local Council)
- 3.1.11. In the event of a real emergency, the Children's Services Manager is to be contacted as soon as possible and informed of the emergency situation; assistance from the QLECS office can be given (calling families; giving advice, etc).
- 3.1.12. Any circumstance arising at the Service that poses a risk to the health, safety or wellbeing of a child or children attending the Service must be reported to QLECS as soon as possible so that the Regulatory Authority can be informed.
- 3.1.13. In the event that a service has to close or reduce numbers due to an emergency situation, QLECS must notify the Regulatory Authority.

3.2. Emergency Situations that might occur are:

- 3.2.1. Bomb scare
- 3.2.2. Natural disasters: cyclone, severe storm, earthquake, flood, bushfire, tsunami
- 3.2.3. External problems: gas leak, major traffic accident
- 3.2.4. Internal problems: fire, siege, power failure, hold up, abduction
- 3.2.5. Any other situation that would be considered dangerous

3.3. **Evacuation** may be necessary in the event of some of the above emergencies.

Lock down, within the building may be necessary for other emergencies, such as siege or severe storm. All members of staff are to know the plan/s for an emergency evacuation/lock down.

3.3.1. Evacuation procedure - staff will:

- 3.3.1.1. remove children from immediate danger
- 3.3.1.2. check all areas to ensure no-one is hiding
- 3.3.1.3. take the Sign In/Out information, emergency pack, emergency contact numbers for families, mobile phone
- 3.3.1.4. raise the alarm
- 3.3.1.5. ring fire department - dial 000 from a safe area
- 3.3.1.6. close doors around area where possible to contain any emergency situation
- 3.3.1.7. evacuate to designated assembly areas and ensure all children are accounted for by checking the roll
- 3.3.1.8. use fire cots, with wheels for evacuation of babies. Fire cots must remain empty and accessible at all times.
- 3.3.1.9. organise a quiet and orderly evacuation of children placing babies in the fire cot and moving children to the first assembly point. If not possible, to the second assembly point.
- 3.3.1.10. ensure firefighting equipment (extinguishers, hose reels and blankets) are located and signed in accordance with the Australian Standards.
- 3.3.1.11. be trained to use the first response fire fighting equipment at intervals not exceeding the requirements of the Building Fire Safety Regulations.
- 3.3.1.12. only use fire fighting equipment if they have been trained in its use, evacuation has already commenced and there is no danger to themselves or others.

3.3.2. Evacuation procedure – the Service Leader will:

- 3.3.2.1. ensure fire extinguishing equipment is serviced six monthly and as needed.
- 3.3.2.2. if ever the main and secondary exit doors are blocked by fire: -
 - smash window
 - pass children wrapped in blanket through window

No staff member shall re-enter a building until an “all clear” is given by the Fire Service.

NEVER GO BACK INTO BURNING BUILDING

Water type extinguishers and Fire Hoses are never to be used on electrical flammable liquid or cooking oil fires, as this can cause electrocution or spread fire.

3.4. In the event of severe weather (see also Policy 2B.15) staff will:

- 3.4.1. bring children inside immediately, secure outside equipment
- 3.4.2. notify parents and send children home, if there is time. If the Service is to be closed, QLECS must be notified so that the Regulatory Authority can be informed.
- 3.4.3. provide children with constructive activities.
- 3.4.4. staff/educators will maintain themselves in a calm manner and be sensitive to distressed children by comforting and redirecting their attention.
- 3.4.5. keep children away from windows or doors. If the storm is strong, tape windows if needed.
- 3.4.6. listen to radio for updates
- 3.4.7. keep emergency supplies handy – water, cups, biscuits, blankets, first aid kits, torches, radios (batteries), phone
- 3.4.8. have an alternate ‘safe’ area ready eg. the corridor, storeroom

3.5. In the event of a power failure staff will:

- 3.5.1. Inform QLECS
- 3.5.2. keep children calm and comfort distressed children, redirecting their attention.
- 3.5.3. notify the electricity supplier and explain that we are a childcare centre so they will respond immediately.
- 3.5.4. keep fridges closed to maintain coldness
- 3.5.5. listen to the radio
- 3.5.6. use torches if needed
- 3.5.7. If the power outage is prolonged, children may need to be sent home

3.6. In the event of an intruder alert/lock down process staff will:

- 3.6.1. bring children inside immediately, secure external doors
- 3.6.2. close all curtains and blinds (if applicable)
- 3.6.3. take children to the designated 'lock down' safety area (out of sight of all windows and doors)
- 3.6.4. provide children with constructive activities; keep noise level low
- 3.6.5. call 000 for help/assistance
- 3.6.6. maintain themselves in a calm manner and be sensitive to distressed children by comforting and redirecting their attention.
- 3.6.7. keep emergency supplies handy – water, cups, biscuits, blankets, first aid kits, torches, radios (batteries), phone, nappies, bucket
- 3.6.8. have an alternate 'safe' area ready

Evaluation:

This policy will be reviewed and updated (if needed), at least every two years, by the Early Childhood Team, following input from all stakeholders.

Associated Documents:

All associated documents can be found in the Work Health and Safety section of the QLECS Forms and Documents

Related Policies:

2B.15: Severe Weather

References:

Legislation:

Education and Care Services National Law 2011

Education and Care Services National Regulations 2014: Regulation 97 and 168 (2) (e)

Work Health and Safety Act 2011

Building Fire Safety Regulation 2008

Websites:

Workplace Health and Safety QLD www.worksafe.qld.gov.au

<http://www.fire.qld.gov.au/buildingsafety/legislation.asp>

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/B/BuildgFireSR08.pdf>

Worksafe Victoria <https://www.worksafe.vic.gov.au/>

SafeWork NSW

<http://www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/work-health-and-safety-legislation>