

EMERGENCY EVACUATIONS AND LOCKDOWNS

POLICY

Building Futures Care aims to protect the health and safety of children, Educators, and other persons visiting the service at all times.

In an emergency, priority will be given to the safe evacuation of all children present at the family day care residence or venue.

PROCEDURE

A risk assessment must be conducted to identify potential emergencies that are relevant to the individual family day care service.

Educators need to undertake regular fire safety training, which will be provided by the Coordination Unit.

Educators are required to have a fire and emergency evacuation procedure at their place of business and this is to be displayed in a prominent position. Details on the procedure must include:

- A floor plan of the approved residence or venue indicating pathways and exits (this plan must be displayed at each exit of the residence or venue)
- Smoke detectors
- First aid kits
- Fire extinguisher and/or fire blankets
- An assembly area

Emergency and evacuation procedures must be rehearsed at least every 3 months by each family day care Educator and the children being educated and cared for by the family day care educator on that day.

The rehearsals of the emergency and evacuation procedures must be documented.

The Educator must have ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents and emergency services.

When required to evacuate the building, persons must follow the emergency plans that are on display in the service and they must gather at the appropriate Assembly Area as displayed on the plan. Keep all children and persons calm during the evacuation.

The Educator is required to take the following items with them when evacuating the building: Sign in and Out, keys to the building, and a first aid kit. Building Futures Care recommends the family day care Educator has a single evacuation 'pack' with these items to make it easier to evacuate as quickly as possible.

The Educator is to gather all children together and all areas within the building will need to be checked before exiting the building to ensure all children have been accounted for and removed.

All exterior doors and windows should be closed to ensure no one can enter the building until the 'all clear' is given.

Once all children are gathered at the appropriate Assembly Area the Educator must do a head count and review of the children to ensure all children are accounted for and advise the Coordination Unit of any missing persons. Check all persons who are registered at the residence and/or venue at that time are in the evacuation assembly area.

If it is a genuine evacuation the fire brigade will need to be notified by The Educator as soon as possible (or the Coordination Unit if necessary). The Educator will need to inform the Coordination Unit of what is happening, who will then inform parents.

If it is unsafe for the persons to assemble at the designated Assembly Areas the Educator (or Coordination Unit if necessary) will advise of alternative exterior locations.

Routines can continue as normal once the all clear is given. In the event of a practice, the Educator can deem the all clear and resume normal activities. In the case of a real emergency, the all clear must be given by the appropriate emergency personnel before normal routines can resume; the Coordination Unit must also be notified and consulted on how to proceed. It is recommended that the Educator discuss with the children what has just happened and use it as an educational opportunity.

In the event of an emergency requiring evacuation at the Coordination Unit's offices:

- An administrator is responsible for collecting the visitor sign in/out book
- If necessary, raise the alarm, evacuate the premises as per the plan, do a roll call/head count and call the appropriate emergency service on 000 (e.g. fire department).

In the event of a 'Lockdown' situation where children and educators need to stay inside the residence and/or venue until they are notified otherwise by an appropriate authority, the following procedure will apply:

- The Educator should quickly move the children to their designated lockdown area.
- All children will proceed to a designated area in the residence and/or venue (as indicated in the emergency plan and evacuation strategies) and sit waiting for the residence to be deemed safe. Quiet songs or activities can be done to keep the children calm.
- All areas within the residence/venue will need to be checked by the Educator to ensure all children have been gathered into the lock down locations.

- The external doors must be locked during this procedure to ensure no person can access the interior of the residence or venue.
- The Educator should take with them the daily/weekly Roll, keys to the building, a phone, and a first aid kit.
- In the case of a 'real life' lockdown, the family day care Educator will contact relevant authorities and the Coordination Unit, who will inform the parents.
- Documentation of this event will be made on the appropriate form.

In the case of a real emergency, it may be appropriate for the Coordination Unit to organise counselling and other support for the family day care Educator, and/or information for families.

RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

National Quality Standard

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (97; 98)

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