

## Emergency and Evacuation Policy

This policy is current as at May, 2024 and will be reviewed in May, 2025 in accordance with:

Education and care services National Regulations 2011  
Occupational Health and Safety Act 2004  
Education and care services national Law Act 2010  
Duty of Care Provisions in common Law

### Resources for emergency evacuation:

- Mobile phone (charged battery)
- Attendance records (Staff roster, visitors sign in sheets, Ipad and pick up register)
- Emergency Kit
- (Emergency contact numbers are kept in emergency kit and in the mobile phone)
- Porta cot

## Emergency Evacuation Procedure

An emergency evacuation drill is carried out quarterly, ensuring all staff has participated in at least one drill annually. Drills may take place at any time of the day including drop-off and pickup times. We understand that this may be an inconvenience, but it is most important that your child's safety is priority. Fire safety and emergency evacuation are an important part of the curriculum for the children and the emphasis is on the following safety procedures and listening carefully to directions and instructions.

Smoke alarms are placed at strategic points in the centre. A whistle is blown and staff move children to the nearest safest exit and depart to the front of the property – Acacia Avenue.

If locked in: main corridor in the centre away from the view of outside intruder or in babies sleep room.

Babies are placed in a porta cot during the evacuation procedure.

All children, staff and visitors are accounted for using rosters, sign in sheets, Ipad and child pick up register.

**It is important that all children are signed in and out each day.**

## Mentone Park Childcare and Pre School Emergency Procedures

### Building Safety Features

All staff should familiarise themselves with the building layout and the location of the buildings installed safety features to enable them to respond quickly in an emergency.

The buildings safety features and fire equipment has been installed for the safety and protection of the premises.

### Portable fire extinguishers:

Dry powder extinguishers have been installed in the building located at:

Foyer entrance right hand side as you enter the main room

Laundry art sink walkway on the left hand side as you enter outdoor area

### Fire Detection Equipment:

Smoke alarms have been installed at:

- The main room/Kinder Room
- Babies/Nursery Room
- Office

**Fire Blanket:**

Kitchen – right hand side as you enter

**Doors:**

In the event of a fire, closing the door to the affected area will assist in retarding the spread of smoke and flame throughout the centre.

**Main Electrical Switchboard:**

The main electrical switchboard and main isolation switch is located in the front foyer above the pigeon holes

**Gas Main:**

The gas meter and shut off is located side of driveway/back of garden

**Water main:** Located front right hand side of driveway

**Fire Warning Device:**

Whistles are located in each of the rooms to raise the alarm to other staff members of the emergency.

*Each whistle is located:*

- Babies/Toddlers Room: Next to whiteboard
- Main Room: By the telephone
- Foyer: beside the portable fire extinguisher
- Kitchen: right side on the wall as you walk in
- Back verandah next to power switches

**Notifications of Emergencies**

To notify Emergency Services, dial 000.

Telephones are located in:

- Main Room/Kinder Room
- Office
- Babies Room
- Mobile phone – passcode 1234

*To alert staff of an emergency use the closest whistle*

**Responsibilities of Person In Charge*****On discovery or notification of a fire or other emergency in your area:***

1. Determine the nature of the emergency and ensure the alarm has been raised by using the alert whistle
2. Evacuate all children from the immediate danger area to a safe location
3. Communicate with your centre director giving details of:
  - Present situation
  - Whether a total evacuation is required
4. Check all areas including toilets, store room, kitchen, laundry and babies sleep room closing all doors after check
5. Report the evacuation from your area is complete and retrieve attendance records ***if safe to do so***
6. Proceed to your designated assembly area with the children and ensure they are all

accounted for.

7. Consider attacking the fire *only if it safe* to do so

*Assistants to provide all necessary help as directed.*

### **Medical Emergencies**

***In the event of a child, staff member or a member of the public suffering illness or injury:***

1. Ensure appropriate first aid is administered
2. Do not leave patient unattended
3. Send a staff member to alert Centre Director/Person in Charge and advice on action required: i.e. call Ambulance, Doctor, parents or retrieve First Aid Kit.
4. Remove any children from the area
5. Do not move patient unnecessarily except in case of danger e.g. fire or gas leak
6. If patient is conscious reassure them
7. Report incident to Department of Health and Human Services and document

### **On-Site Evacuation Procedure**

When it is unsafe for children, staff and visitors to remain inside the facility's building the Director / Person in Charge will take charge.

**Call 000** and inform emergency services of the nature of the emergency.

Evacuate children, visitors and staff out of the building to the assembly area, located in the front driveway. Exit using front door to assembly point. If in front garden area, use gate to exit to assembly area. If in backyard, use side gate on right side of the building, walking through the front yard and exit via front gate to assembly area.

Take the child attendance record, staff roster, Visitor sign in sheet, Ipad and pick up register. Emergency Kit/First Aid Kit and this Plan. (which is kept in the Emergency Kit) and emergency medications (from the kitchen)

Once at the assembly point, check all children, staff and visitors are accounted for.

Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.

Inform parents via appropriate method (texts, phone call or email)

Maintain a record of actions/decisions undertaken and times.

Confirm with emergency service personnel that it is safe to return to normal operations.

### **Actions after On-Site Evacuation Procedure**

- Seek advice from Approved Provider (Tonia Grimshaw-Lloyd) if required.
- Determine if there is any specific information staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Inform parents via appropriate method (text, phone call or email).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake debrief with staff to review the on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DEECD in the event of a serious incident.

## Off-Site Evacuation Procedure

If it is unsafe for children, staff and visitors to remain on the facility's grounds the Director/Person in Charge on-site will:

- **Call 000** and inform emergency services of the nature of the emergency.
- Seek advice from Approved Provider (Tonia Grimshaw-Lloyd) if required.
- Identify which off-site assembly point you will evacuate staff, children and visitors to.
- Evacuate staff, children and visitors to the front driveway of the property (assembly area) Take attendance records (ipad, and pick up register, staff rosters and visitor sign in sheets, emergency kit/first aid kit and this plan (kept in the emergency kit) If a further, safer place to assemble is needed, use the front of the property at 24 Acacia Ave or Southern Road Reserve, corner of Acacia Ave and Southern Road (person in charge will decide)
- Once at assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Inform parents via appropriate method (texts, phone call or email).
- Confirm with emergency service personnel that it is safe to return to normal operations.

### Actions after Off-Site Evacuation Procedure

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Inform parents via appropriate method (texts, phone call or email).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.
- Document and file.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DEECD in the event of a serious incident.

## Lock-Down Procedure

When an external and immediate danger is identified and it is determined that the children should be secured inside the building for their own safety the Director / Person in Charge will:

- Person in charge blows whistle twice to alert staff and children
- **Call 000** and inform emergency services of the nature of the emergency.
- Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, pull down blinds and sit below window level (in babies sleep room) or move into corridors.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow children, staff and visitors to enter if locked out.
- Seek advice from Approved Provider.
- Divert parents and returning groups from the facility if required.
- Ensure a telephone line is kept free.

- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If it is safe to do so, have a delegated staff member wait at the main entry to the facility to guide emergency services personnel.
- As appropriate, ascertain that all children, staff and visitors are accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Inform parents via appropriate method (texts, phone call or email).

### **Actions after Lock-Down Procedure**

- Seek advice from Approved Provider (Tonia Grimshaw-Lloyd) if required
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Inform parents via appropriate method (texts, phone call or email).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Undertake operational debrief to review the lock-down and procedural changes that may be required.
- Prepare and maintain records and documentation
- Complete post emergency record
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DEECD in the event of a serious incident.

### **Lock-Out Procedure**

When an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety the Director / Person in Charge will:

- **Call 000** and inform emergency services of the nature of the emergency.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - lock doors to prevent entry
  - check the premises for anyone left inside
  - obtain Emergency Kit
- Go to the designated assembly point. (Front driveway of 18 Acacia Avenue) Proceed to Southern Road Reserve if needed.
- Check that children, staff and visitors are all accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider if required.

### **Actions after Lock-Out Procedure**

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).

- Ensure any children, staff or visitors with medical or other needs are supported.
- Inform parents via appropriate method (texts, phone call or email).
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form.
- Report serious incidents to the relevant Regulatory Authority in accordance with relevant regulatory requirements and DEECD in the event of a serious incident.

## Emergency Response Procedures for Specific Threats

### Building Fire

Phone **000** to notify the emergency services and seek advice.

If appropriate, follow the procedure for **On-Site Evacuation**.

- Report the emergency immediately to the Director/Person in charge
- Remain calm
- Extinguish the fire (**only if safe to do so**).
- Evacuate to the to the designated off-site assembly point using the front of the property of 24 Acacia. Exit via front door or front gate as per evacuation plan.
- Close all doors and windows. (if safe to do so)
- Check that all areas have been cleared by person in charge
- Check that all children, staff, visitors and contractors are accounted for.
- Contact your Service Manager or your DEECD regional Manager, Operations and Emergency Management for advice and support if required.
- Direct all Media enquiries to Approved Provider.

### Major External Emissions/Spill (includes gas leaks)

Phone **000** to notify the emergency services and seek advice.

- Report the emergency immediately to the Director / Person in Charge.
- Turn off gas supply. (gas meter is located right side of the driveway at the back of the garden)
- If the gas leak is on-site, notify your gas provider.
- If safe to do so, evacuate staff, children, visitors and including contractors to Southern Road Reserve, corner of Acacia Avenue and Southern Road, if omissions are highly toxic. If small gas leak evacuate to the designated off-site assembly point.
- Check children, staff, visitors and contractors are accounted for.
- Contact your Director/ Approved Provider Tonia Grimshaw Lloyd
- Await 'all clear' advice from emergency services or further advice before resuming normal service activities.

### Intruder/Personal Threat

Phone **000** to notify the emergency services and seek advice.

- Report the emergency immediately to the Director/Person in Charge.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine if **evacuation or lock-down** is required. Evacuation should only be considered if safe to do so.
- Contact your Approved Provider.

## Bomb/Chemical Threat

Phone **000** to notify the emergency services and seek advice.

Report the emergency immediately to Director/Person in Charge.

If a bomb/chemical threat is received by telephone:

**do not** hang up

refer to the bomb threat checklist (kept in front of main diary)

If a bomb/chemical threat is received by mail:

avoid handling of the letter or envelope

place the letter in a clear bag or sleeve

inform the Police immediately.

If a bomb/chemical threat is received electronically or through the centre's website:

do not delete the message

contact police immediately.

Ensure the service's doors are left open.

Do not touch any suspicious objects found.

If a suspicious object is found or if the threat specifically identified a given area, then **evacuation** may be considered.

Contact your Approved Provider if required.

## Internal Emission/Spill

Phone **000** to notify the emergency services and seek advice.

- Report the emergency immediately to the Director / Person in Charge.
- Move staff/children away from the spill to a safe area and isolate the affected area.
- Seek advice in regard to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Contact your Approved Provider
- Notify the Victorian Work Cover Authority (formerly Work Safe Victoria) if required.

## Severe Weather / Storms and Flooding

Phone **000** to notify the emergency services and seek advice if necessary.

- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- During a severe storm, remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Evacuate children and staff and close off access to back verandah area.
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Report any matter concerning the safety and well-being of children, staff and visitors to the Director / Person in Charge.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Contact your Approved Provider.

## Earthquake

Phone **000** to notify the emergency services and seek advice.

The Director / Person in Charge.

Contact your Approved Provider if required.

### If Outside

Instruct staff and children to:

- Stay outside and move away from buildings, street lights and utility wires.
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by covering your head and neck with their arms and hands
  - HOLD on until the shaking stops.

### If Inside

Instruct staff and children to:

- Move away from windows, heavy objects, shelves etc.
- DROP, COVER and HOLD
  - DROP to the ground.
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms.
  - HOLD on until the shaking stops.



## **After the Earthquake**

Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.

If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.

Arrange medical assistance where required and help others if you can.

Report any matter concerning the safety and well-being of children, staff and visitors to the Director / Person in Charge.

Tune in to the radio if you can and follow any emergency instructions.

## **Assembly Area**

- Exit front door or front garden gate to assembly area in front driveway
- A safe alternative if further distance from the building is necessary, the assembly area will be at the front of the property of 24 Acacia Avenue or Southern Road Reserve, corner of Acacia Avenue and Southern Road. (Person in charge will decide if this is necessary once everyone is accounted for at the assembly area)
- Lock In: Main corridor area in centre away from outside intruder or babies sleep room.

## **Emergency Evacuation Rehearsals**

Emergency Evacuation Rehearsals are to be conducted at the centre four (4) times per year. Each drill is to be planned and supervised by the Centre Director/Person In Charge, with evacuation times and any problems noted for accessing the effectiveness of the evacuation.

If problems are encountered during the evacuation rehearsal that require modification or changes to the evacuation procedure, these changes must be noted, and passed onto all staff members.

The evacuation rehearsal schedule must ensure all children enrolled and all staff employed completes the drill at least annually.

## **Rehearsal Schedule**

### **Recommended Dates:**

**Drill No. 1:** 3<sup>rd</sup> week in February

**Drill No. 2:** 1<sup>st</sup> week in May

**Drill No. 3:** 1<sup>st</sup> week in August

**Drill No. 4:** 1<sup>st</sup> week in November

## **Mentone Park Child Care and Pre-school Emergency Evacuation Procedure**

### **Director/Senior Person in Charge**

- Blow whistle to alert other staff members and children
- Call Fire Department/Emergency 000 or mobile 112
- Collect attendance records from foyer (staff roster, visitor sign in sheet, Ipad and pick-up register)
- Mobile phone

- Take Emergency kit (kept in labelled cupboard in office)
- Check no one is inside the building and close all doors

#### **Babies/Toddlers Room Staff**

- Room Leader to collect fire cot
- One staff member to take emergency medications for B/T room and blue bag with EpiPen (if required)
- Bring B/T Room Emergency Kit (Kept in end cupboard in B/T Room)
- Other staff to collect children and assemble to assembly area as per evacuation plan
- Place children in fire cot
- Conduct a head count

#### **Kinder Room Staff**

- Assemble children
- One staff member to take emergency medications for kinder room and blue bag with EpiPen (If Required)
- Evacuate children to assembly area as per evacuation plan
- Conduct a head count

#### **Cook/Ancillary Staff**

- Assist staff as necessary

#### **Volunteers/Students/Parents**

- Assist staff as necessary

#### ***Once assembled in safe area Director/Person In Charge***

- Mark off attendance sheets
- Make sure all persons are accounted for
- Notify children's parents

***Refer to specific emergency evacuation scenario as per emergency evacuation plan***

#### **Planned Maintenance Schedule**

Undertaking planned maintenance at the centre will ensure that items and areas requiring maintenance and servicing are checked on a regular basis and reduce their potential for becoming a fire risk.

#### **Area and Frequency of Risk**

##### ***Laundry Area***

##### **Clothes Dryer:**

Clean lint filter (after each use)

Turn off and unplug power cord (after each use)

##### **Washing Machine**

Turn off power and water (end of each day)

##### **Power Cords**

Check for fraying or damage (weekly)

##### ***Kitchen Area***

##### **Power Cords**

Check for fraying or damage (weekly)

##### **Cook Top**

Clean of fats and spills (daily)

##### **Electrical Appliances**

Serviceable and turned off when not in use (daily)

**Gas Appliances**

Check for gas leaks (by qualified trades person) (annually)

**Extraction Fan**

Clean fan filter

**Electrical Tagging is undertaken annually**

**General Housekeeping**

Keep passageways and emergency exits clear from obstructions (daily)

Keep papers and other combustibles to a minimum to maintain a low fuel load in building (weekly)

**Smoke Alarms**

Check operation of alarm using the test button (monthly)

Replace Battery (annually)

**Heating/Air conditioning**

Clean return air filter (Quarterly)

Check and service heating unit (by qualified trades person) (annually)

**Exit Signs**

Check illuminated exit signs (Weekly)

**Fire Safety Equipment**

Maintenance (qualified maintenance contractor, twice yearly in May & November)

