



Emergencies and Evacuations

Policy Statement

Emergency management planning is a priority for NBCA staff and management. Procedures to manage potential dangers to anyone on NBCA premises are regularly reviewed and practiced by staff.

Implementation

- Risk Management is part of daily practice. Procedures are developed and maintained to ensure staff understanding of policies, as well as to record and monitor hazards.
- A risk assessment must be conducted to identify potential emergencies that are relevant to the service, and this must inform the emergency and evacuation procedures.

Recovery of Information

- In the case of any emergency or natural disaster, NBCA makes provision for the backing-up and off-site storage of computer information. The director and administration staff ensure this procedure is followed and are responsible for information recovery.
- Educational room leaders are responsible for the security and recovery of information from individual laptops.
- Information on computers should be backed up regularly as a precaution.

Drills

- Emergency evacuation and lockdown drills will be rehearsed, recorded and evaluated at least every three (3) months.
- An employee other than the director may be responsible for coordinating and recording drills.

Medical Emergency

- In the event of a medical emergency, first aid procedures will be followed.
- Any children, families, visitors or staff not required to assist will be removed from the area.
- No one is to put themselves at risk.
- Emergency Services will be contacted, as soon as possible.
- Families will be notified, as soon as possible.

Emergency Evacuation

- An evacuation plan will be displayed in a prominent position near each exit. The plan will provide emergency event instructions and identify the main assembly and alternative assembly point (to be used if the first area is unsuitable)



- Exits are clearly identified and kept clear of obstructions.
- Staff will familiarise themselves with emergency evacuation plans as part of their induction process.
- The nominated supervisor will organise and allocate responsibility of the emergency evacuation. Regular training and sharing of responsibility will build knowledge, skills and confidence with the intention of keeping a safe workplace healthy for everyone.
- If circumstances require evacuation to an external control centre as advised by Emergency Services, children and staff will be transported by bus, and families notified immediately.
- An emergency pack is stored in a designated area/s, containing disposable nappies, First Aid supplies, extra clothing, tissues, background information sheets for children, and other items which may be required during an evacuation. Staff will be allocated responsibility for these packs.
- Communication and attendance sheets for children and staff will be taken by the designated staff member for roll calling purposes in the event of an emergency.
- Training will be provided for all staff on the use of firefighting equipment.

Emergency Evacuation Procedure

The following actions to be taken as soon as an alarm or whistle is heard:

- Decide on most appropriate exit and evacuation assembly point.
- Emergency Services to be contacted, if required.
- Children and staff assemble (including kitchen staff and those on breaks) and move quickly to designated assembly point. Evacuation ropes to be used by older children, infants to be placed in evacuation cots and wheeled to assembly point.
- Emergency packs to be taken to the evacuation assembly point (including children's medication, if possible).
- Mark rolls to ensure all children and staff are present.
- Administer First Aid, as required.
- Staff will take whatever action possible to reduce the threat, without putting themselves at risk. The building is not to be re-entered until advised by an Emergency Services Officer it is safe to do so.
- Notify families, if required.
- If a drill, the person in charge of the drill, will state when staff and children can re-enter the building.
- An evaluation form is to be completed after an evacuation procedure is carried out.

Fire Evacuation Procedure

The following actions to be taken as soon as the specific alert is heard:

- Everyone informed of fire location, when known.
- Determine if fire can be extinguished safely.
- Call 000 (or 112 if using a mobile phone).
- Evacuate as necessary, following Emergency Evacuation Procedure.
- NBCA Management Committee President, Children's Education and Care Assurance and Guild Insurance to be notified, when possible.

Lock Down Procedure

The following actions to be taken as soon as the specific alert is heard:



- Staff to immediately move children to a designated area, remaining away from doors and windows.
- Staff to maintain a calm environment.
- External doors to be locked, curtains and blinds closed and lights turned off, where possible.
- Emergency Services to be contacted, if required.
- Follow instructions from Emergency Services Officer.
- Mark rolls to ensure all children and staff are present.
- Notify families, if required.
- Locks down drills are only to cease once notified to do so by the person who initiated the lock down.
- An evaluation form is to be completed after any lock down procedure is carried out.

Bomb Threat Procedure

- If a suspicious item is located following a bomb threat, it must not be touch or handled by staff under any circumstances.
- If a call is received stating they have a bomb or weapon, the staff member is to immediately treat it as a threat and remain calm.
- The staff member receiving the call is to keep the caller on the telephone as long as possible (as any amount of time can assist Police).
- Alert other staff to immediately telephone Police. Signs to alert staff whether to lock down or evacuate are located next to telephones.
- Determination made whether to evacuate or lock down, depending on location of the bomb, follow appropriate procedure.
- Follow instructions from Emergency Services Officer.
- Notify families, if required.

Flooded Premises, Severe Storm or Bush Fire Procedure

- The director will consult with the Education and Training Directorate, Children's Education and Care Assurance and the Management Committee to decide if the premises can be repaired or safe enough to resume safe and normal operations.
- If the service is to be closed, families will be contacted by telephone and will be advised to keep their children home or find alternative care for a specified time.
- If a severe storm or bush fire occurs during an attendance day, families will be contacted to either collect their children immediately or be advised a lock down.
- Fees will not be charged whilst the service is closed.
- Staff will continue to be paid and may or may not be required to attend the service during the closure.
- The director and Management Committee will consult with relevant authorities to determine safe and practical to reopen the service or cease lock down.

Chemical Spills and Gas Emissions

- In the event of a major chemical spill or gas emission, Emergency Services will be contacted immediately.
- A determination will be made as to whether to evacuate or lock down, depending on the location of the spillage or emission and appropriate procedure will be followed.
- Emergency Services instructions to be followed.



- Families contacted, where necessary.
- Children's Education and Care Assurance to be notified.

Lost Child

- All areas of the service, playground and immediate vicinity must be checked at least twice by at least two (2) qualified staff members before determining if a child is lost from the service.
- The director must be informed.
- Police to be contacted.
- The family will be contacted.
- Children's Education and Care Assurance will be informed.
- A report will be completed.
- An Executive NBCA Management Committee member will be notified.

The prime responsibility of staff is to ensure the safety and wellbeing of the children and other staff. It is the responsibility of Emergency Services e.g. Fire Officers, Police etc. to combat the threat and rescue any trapped people.

Post Emergency Action

- The nominated supervisor or certified supervisor in charge of coordinating an emergency will liaise with the Emergency Service's Officers as to the most appropriate action, before making any decisions; e.g. Return the children to the service or arrange for the children to be collected and transported from the area.
- In the event of an actual emergency, families will be contacted as soon as practicable to either collect their children immediately or advised of the situation.
- The nominated supervisor or certified supervisor in charge of coordinating the emergency will conduct a debriefing session following an actual emergency.
- Children, staff and others present will be offered the opportunity for counselling and support following any emergency or trauma.
- After an actual emergency and/or evacuation has occurred, an Incident/Accident Report must be completed and the President of the NBCA Management Committee, the Children's Education and Care Assurance and Guild Insurance must be notified within twenty four (24) hours.



Policy Links

Policies:

- Authorisations and Access
- Child Protection
- Code of Conduct
- Death at the Service
- Duty of Care
- Exclusion
- Incident, Injury, Trauma and Illness
- Quality Improvement
- Supervision
- Workplace Health and Safety

NQS: 2.2, 7.1 and 7.2

Regulations: 97 – 98 and 168

Sources:

- Ablaze Consultancy
- Fire Protection Association Australia
- Guild Insurance
- National Quality Framework
- NBCA Risk Assessments
- NBCA Risk Management Plans
- NBCA Workplace Health and Safety Handbook
- WorkSafe ACT
- Education and Care Services National Law (2011) Section 51(1)(a) Conditions on service approval (safety, health and wellbeing of children)

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Directors Signature:



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Committee Representative Signature:



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