



EMERGENCY AND EVACUATION

Aim

As part of our commitment to provide high quality care, we need to ensure that each child is safe and secure at all times, especially in the event of an emergency that requires an evacuation. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors will be ensured by identifying risks and hazards of potential emergency and evacuation situations, and planning for their minimisation, and ongoing review of planned actions around handling these situations.

National Quality Standard

This policy links to the following NQS: National Quality Standards 2.3.1, 2.3.4

Links to other policies

- First Aid Policy
- Management of Infectious Diseases Policy
- Child Protection and Safe Environment Policy
- Confidentiality and record Keeping
- Excursion Policy

Sources

Managing Emergency Situations: in education and care services, PSC National Alliance, Children's Services Central, NSW, 2012

Beyond Emergency Assembly Point: A workshop for Children's Services 2019




Strategy

Although every person hates even the thought of an emergency, the reality is they may happen and we must be prepared for them. The following instances may create an Emergency situation;

- Accident or serious injury to child or staff member where medical attention or hospitalisation is required
- Burst water main or pipe
- Fire
- Flood (TLV is not in flood prone area)
- Cyclone, severe storm or dust storm
- Atmospheric contaminant
- Dangerous animal, insect or reptile
- Violent or potentially violent individual
- Bomb threat
- Siege or hostage situation
- Gas leak
- Lost, missing, unaccounted for or abandoned child
- Fatal incident involving a child, family member or staff member at the education and care service

In the event of such an emergency:

- If staff members are ill, sent-home, or indisposed due to an emergency, children will come together outside, under joint supervision from all staff, if weather permitting. Otherwise, doors will be left opened and children supervised in an open area. All efforts will be made to secure relief staff villagers.
- In case of emergencies or evacuation, parent or authorised delegates may be utilised to assist in securing adequate supervision.
- Emergency contacts and children attendance for the day need to be accessible. Staff will take sign-in kiosk with them to mark the role. If there is no internet access, staff to mark attendance paper sheet.
- Parents/guardians or emergency contacts will be called to inform them of the incident and will be advised on further action required, depending on level of impact on children.

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- First Aid may need to be administered as necessary, with full compliance with our First Aid Administration Policy.

EVERYDAY PRACTICE FOR EMERGENCY AND EVACUATION

- Children will be marked as absent after 10:30am and the role is checked to secure numbers.
- An Emergency Directory, Emergency Procedure and Evacuation Plan will be displayed in each room and placed in the Emergency Pack.
- Emergency Pack for each room is to be maintained every three months.
- First Aid kits are clearly marked and location known by all Village Staff, Students and Visitors.

Medical Emergency

In case of medical emergencies, TLV will:

- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. TLV delegates can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered
- Children can be placed under emergency staff ratios, given that all attempts are made to provide adequate and effective supervision, find relief staff or ask parents to stand in until alternative arrangements can be made.

Bomb threat

In the case of threats that are received over the phone or other means of communication, the following questions should be attempted:

- Write the exact words said where possible
- Accent of the caller
- Estimated age
- Background noise
- Did the caller seem familiar?
- Other comments
- Ask about type, location, appearance and circumstances of bomb.
- A list of potential questions will be placed near the phone in preparation of such cases. Seen below.

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Evacuation

In the case of some emergencies, evacuation may have to take place. To ensure the safe evacuation of all villagers, The Little Village is committed to ensuring:

- All villagers work together to develop procedures to manage all risks associated with emergency and evacuation situations based on reviews/evaluations
- The development of an emergency evacuation floor plan. The emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these
- Educators and staff have ready access to the emergency mobile (collect from office) or similar means of communication (Responsible should have their mobile on them at all times)
- Emergency telephone numbers are displayed in prominent spaces in each room
- Educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use
- Emergency equipment is tested yearly as recommended by recognised authorities (VMC Tech 02 9599 0199)
- QK Next now has capability to have emergency contact information. Ipad to be taken by staff to access emergency contact list and medical conditions. Paper copies still printed and placed in an accessible area near emergency pack.
- All staff, students, volunteers and visitors are aware of emergency evacuation points as clarified in the [Student and Volunteer Policy](#)
- Ensure that families are regularly reminded of the emergency procedures in place at the service. This can be done via monthly newsletters
- Rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures. Staff are aware of when scheduled emergency evacuations drills are to take place
- Spontaneous rehearsals can also take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events
- Staff are provided with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children

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- Emergency Pack is placed in each room and checked/replenished every 3 months (see below for recommended contents).
- Ask staff who are obliged to leave in case of an emergency and ensure all other staff whom remain understand that they have a duty of care until last child is safely signed out
- Ratio will be maintained with staff remaining (given some staff may have to go to own families) and utilise non-trained staff (cooks, support, parents) to maintain ratio. Children will be together, so mixed ratio will apply
- Staff will prioritise high risk children (children with medical conditions) first when contacting families for collection
- Staff will prioritise high risk children (children with medical conditions) first when checking wellbeing of children
- Staff Villagers will prepare for delayed pick-up, and will stay overnight if need be
- In the event that phone lines are down, staff will use mobiles, facebook, emails, to notify parents that children are okay. If no contact can be made, attempts will be made once back on. Staff will do their best to ensure parents are always kept abreast of situation and progress.
- TLV management/ Nominated Supervisor will ensure that this policy is maintained and implemented at all times
- Notification of serious incident within 24 hours to regulatory authority

Lockdown

- In the event of lock-down, police will be called immediately by the Responsible Person
- If threat is identified before a person enters the premises, staff villagers will attempt to override the automatic gate system.
- In the case of storms, all villagers to stay inside. Families in such cases may be late for pick up and thus staff have duty of care to remain with children until last one is signed out. Power may also cut out and torches may be needed in winter months.



ROLE OF EMERGENCY SERVICES

- RFS – will be the source of information on fire threats
 - Prevention – emergency plan, knowing combat agency etc.
 - Preparedness – mass communication, emergency points,
 - Response – need to have details for emergency services
 - Recovery – fed, sheltered, clothed, delayed pick-up etc.
- Police – Support role. Will help with active armed offenders (domestic violence, knife wielding person, lock-down)
- SES – storms, tree recovery, flash floods

Risk Assessment

Potential Risks	
Staff may need to leave for their own families	<ul style="list-style-type: none"> • TLV has determined staff that have to leave and other staff are expected to stay as part of their duty of care. Only staff that have previously flagged their accountability for family may leave during emergency
Maintaining staff ratio	<ul style="list-style-type: none"> • In the event that staff ration cannot be maintained due to above, children will be kept together and non-trained staff can be used to increase adult to child ratio
Children with additional needs	<ul style="list-style-type: none"> • Children with additional needs will be high priority to contact parents and to stay with a staff villager, in the case that medication needs to be given
Internet down – no access to online emergency list	<ul style="list-style-type: none"> • Paper copies will still be printed regularly in the case that internet is down and own devices cannot be used
Children may be left behind	<ul style="list-style-type: none"> • Room Coordinator will do a head count, along with third staff member, to ensure all children are accounted for • Bathrooms, outdoor area, staffroom, office, kitchen, laundry, cot room will all be checked systematically.
Gate is locked	<ul style="list-style-type: none"> • The cover to the manual lever will be open. All staff will know how to open the gate manually. • In case of a fire, the exit gate will automatically be left open.
Children kept away from traffic	<ul style="list-style-type: none"> • When escorted to assembly point, staff are positioned along the line of children to keep them off the road and away from moving vehicles • Assembly point is positioned on the same side of the road to minimise risk of collision
Children are all present	<ul style="list-style-type: none"> • A roll will be taken using the sign-in kiosk (iPad) or emergency contact list once all children and staff are all at assembly point • Responsible Person checks all rooms, toilets, kitchen and storeroom again to ensure no staff, child or visitor has been left behind.
Emergency threat threatens premise	<ul style="list-style-type: none"> • Staff will use own judgement to ensure the safety of children are maintained. They will act with the children's wellbeing as their priority.

Emergency Packs

Monthly checks of emergency packs will be a part of the audit process for the First Aid kit.

Contains	Check
A fully stocked portable First-Aid kit	
A site plan identifying exits from the building, safe spaces to shelter and assembly points	
Asthma inhalers, auto adrenalin injection devices and / or other emergency medications required by children and staff	
Bottled water and plastic cups	
Packet of biscuits or an easily transported snack	
Spare nappies, gloves, wipes, plastic bags and tissues	
Sunscreen	
Staff requirements (feminine products, Panadol etc.)	
A fully charged, working mobile phone	
Battery operated radio	
A copy of the evacuation plan and procedure	
Some books or resources to entertain children (only if possible)	
Torch	

Emergency Procedure - Role of Delegation



IT IS IMPORTANT THAT A BUILDING BE EVACUATED BY EVERYONE WITHIN 3 MINUTES.

<p>STEP 1</p>	<p>Person discovering emergency situation raises the alarm and notifies the Nominated Supervisor.</p>
<p>STEP 2</p>	<p>Nominated Supervisor/Responsible Person:</p> <ul style="list-style-type: none"> • Ring emergency services on 000 stating name and address of the education and care service and the nearest cross street (if it is not safe this can be done when the evacuation process has been completed) • Collects Emergency mobile phone • Notify all rooms and staff of the emergency and the designated assembly point. • Liaise with emergency services and other relevant agencies. • If necessary, notify the delegated communications person of the consistent message that is to be provided to families or emergency contacts. • Keep all educators and staff updated.
<p>STEP 3</p>	<p>Room Coordinators collect the:</p> <ul style="list-style-type: none"> • Emergency pack • Paper copy of Emergency Contact List • Children medications to be taken • iPad for QK Next access Emergency contact • Children’s attendance rolls (manual) • Staff sign in sheets/ Visitor Log <p><i>Check all rooms for children and adults as collecting these items. Once children are safely evacuated, administer First aid as required.</i></p>
<p>STEP 4</p>	<p>All educators and staff: </p> <ul style="list-style-type: none"> • Remain calm • Follow the direction of your room coordinator • All available educators and staff to assist with the babies and younger children • Close windows and doors as you move through the service, if possible • Gather and walk children through designated pedestrian path to the nominated assembly point. • Check attendance rolls once at the assembly point – if anyone is missing notify the Nominated Supervisor immediately • Support and supervise children until the service is cleared by emergency services or until their family arrives. <p><i>If relevant:</i></p> <ul style="list-style-type: none"> • Ensure all children are signed out as they are collected
<p>STEP 5</p>	<p>Remain at the evacuation assembly point until advised by emergency services.</p> <p>Staff to listen to ABC station 702 to keep updated with state of emergency. NO ONE IS TO RE-ENTER THE BUILDING UNTIL ADVISED BY EMERGENCY SERVICES.</p>



Bomb, chemical or biological threat

In the event of a bomb, chemical or biological threat to the service, attempt to ask the following points:

QUESTIONS TO ASK	ANSWER
Is it a bomb, or a chemical or biological threat?	
When will it explode or be released?	
Where did you put it?	
What does it look like?	
When did you put it there?	
How will it explode or be released?	
Did you put it there?	
Why did you put it there?	
What is your name?	
For a Bomb: <i>What type of bomb is it?</i>	
What is in the bomb and what will make it explode?	
For chemical and biological threat: <i>What kind of substance is in it?</i>	
How much substance?	
When will the substance be released?	
Is the substance a liquid, powder or gas?	

Write the exact words said where possible: _____

Accent of the caller _____ Estimated age _____

Background noise _____

Did the caller seem familiar? _____

Other comments _____

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EMERGENCY DIRECTORY

EMERGENCY CONTACT	PHONE NUMBER
Emergencies: Police, Ambulance, Fire	000 - Landline 112 - Mobiles
Local Police	02 4721 9444
Local Ambulance	02 4731 2167
Local Fire Station	02 4721 5575
Local Rural Fire Service	02 4722 2122 1800 NSW RFS
State Emergency Services (flood, storms, Tsunamis)	132500 ses.nsw.gov.au check designated evacuation areas
Hospital	02 4734 2000
Local council	02 4732 7777
Local water supplier	132092
Electrician – Andrew Alfar	0450 608 668
NSW Regulatory Authority	1800 619 113
Kingswood Public School	02 4736 2408
Local vermin re-locator and collector	02 9622 1004
ABC Radio	Frequency Station 702
Air quality check	environment.nsw.gov.au
My Hazards App	Download on phone – Suncorp
Fires Near Me	https://www.rfs.nsw.gov.au/