



EMERGENCY AND EVACUATION POLICY

2020

**THE—
AFTER
SCHOOL
KLUB—**

EMERGENCY AND EVACUATION POLICY 2020

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168	Education and Care Services must have policies and procedures

Purpose

TASK has a duty of care to maintain the safety and wellbeing of each child, educator, and all using or visiting the Service during an emergency or evacuation situation.

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to persons, or damage to the Service's premises.

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the service is paramount.

Risk assessment for potential emergencies:

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our service.

The Emergency Management Folder is kept in Dropbox. Refer to Dropbox Folder *Evacuation Site Specific* of each individual school for emergency evacuation plans & processes.

- Detailed risk assessment and control measures of potential emergencies the service may be exposed to. Documentation is assessed and updated periodically and when needed as circumstances change.
- Detailed, specific procedures to follow in the event of any emergency or evacuation including:

Procedures	Brief outline of steps <u>Warning Sound:</u> 1 x Short Whistle
<i>Evacuation</i>	<p><u>TASK Supervisor:</u></p> <ul style="list-style-type: none"> • Ensure all children, staff and visitors are accounted for. • Check TASK rooms, empty classrooms, toilets and outside block. • Contact emergency services if required. • Liaise and contact TASK HO. • Direct and liaise with TASK Staff and school staff. • Collect and take TASK bag with iPad, Phone, Wifi and First Aid Kit. • Ensure all adequate safety measures are taken on the journey to evacuation point – i.e road safety. <p><u>TASK Staff:</u></p> <ul style="list-style-type: none"> • Check bathrooms, other TASK rooms and outside location to move together to the evacuation point. • Prepare students to move to evacuation assembly area. • Direct children to leave all belongings behind. • Exit TASK space via shortest and safest designated route in an orderly manner, to the evacuation assembly area. • Ensure that the route on map is followed and all safety measures are taken on route to the evacuation point – i.e road safety. • Check bathrooms. • When at evacuation point, direct the children to line up in grade order from K-6.

Procedures	Brief outline of steps <u>Warning Sound</u> : Long Whistle
<p>LOCKDOWN</p>	<p><u>TASK Supervisor:</u></p> <p><i>When an emergency situation arises, staff should contact the Supervisor who will determine if a lockdown/lockout should be initiated.</i></p> <ul style="list-style-type: none"> • Contact emergency services if required. • Liaise and contact TASK HO. • Direct and liaise with TASK Staff and school staff. • Ensure all children, staff and visitors are accounted for and remain quiet and calm as possible. • Collect and take TASK bag with iPad, Phone, Wifi and First Aid Kit. • In the case of an extended lockdown, the Supervisor will liaise with Police in notifying parents and / or via local media OR in conjunction with police the Supervisor will arrange for parents to collect students from a designated safe area. <p><u>TASK Staff:</u></p> <ul style="list-style-type: none"> • Ensure that no students are in the toilets, other classrooms and outside spaces. If students are in these areas, they should be escorted to the nearest supervised room. • Secure doors, windows, lower blinds, close curtains and turn off lights to limit visibility. • Move children to an area that is out of the line of sight. • Remain calm and quiet and encourage student to remain calm and as quiet as possible. • Stay in area until official notification is provided by the supervisor, emergency warden or an identified emergency service person. • All outside activities should cease immediately. • Staff on duty should direct students who are outside to the allocated inside area. <p><u>What warrants a lockdown?</u></p> <ul style="list-style-type: none"> • Dangerous/ threatening/ abusive intruder entering school grounds. • Person (adult or child) with weapon. • Outside school grounds incident- police notified situation.

- A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service (**National Regulation 97(4)**).

- Staffing rosters ensure that the RP holds a current approved first aid qualification, anaphylaxis management training and emergency asthma management training will be immediately available in the event of an emergency (**National Regulation 136**).
- Emergency telephone numbers are saved to phones.

Discovering an Emergency

- Educators who discover an emergency are required to alert the whole service and immediately take necessary action.
- After immediate assessment, will then call LOCKDOWN or EVACUATION

Evacuation Drills and Emergency Evacuation

- Evacuation drills are carried out every three months without notice, at different times of the day (**National Regulation 97(3)(a)**).
- Each drill is documented to include the date, which staff member and any additional notes. This documentation is kept for a minimum of three years (**National Regulation 97(3)(b)**).
- Emergency whistles are provided, to only be used for evacuation purposes.
- After reflection, notes on any areas that need improving or revising are to be documented in the Evacuation training record.

After the Emergency is over

- In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.
- If able to return to the building, with reassurance and calmness, walk back to the service following the safety procedures, recheck that all children have returned and discuss as developmentally appropriate the emergency that has taken place.
- Consider counselling services for anyone affected by the emergency.
- Schedule the next emergency drill on a day that will ensure the children and staff who were absent will be able to participate in emergency practices.
- Document everything that happened good and or bad.

Responsibilities for the Approved Provider

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations and conduct a risk assessment of the whole service (**National Regulation 97(2)**).
- Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.
- Ensure that educators/staff/children/volunteers present at the service are rehearsing emergency and evacuation procedures every 3 months and documented (**National Regulation 97(3)(a)**).

Responsibilities for the Nominated Supervisor

- Implement duties as listed above and directed by the Approved Provider.
- Ensure 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 (**National Regulation 97(4)**).
- Ensure that all staff are trained in the emergency evacuation procedures.
- Ensure that all staff are aware of emergency evacuation points.
- Ensure that 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.
- Ensure rehearsals take place to ensure staff participate in the simulation of evacuation events.
- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed.
- Ensure all emergency contact lists are updated as required.

Responsibilities for the Educators

- Ensure the sign-in accurately records attendance of each child.
- Display the emergency procedure plan for your room near each exit.
- Ensure all items in emergency bags are maintained.
- Provide children with learning opportunities about emergency evacuation procedures.
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.
- Assist the Nominated Supervisor in identifying risks and potential emergency situations.
- Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations.

Responsibilities for the Families

- Familiarise themselves with the service's emergency and evacuation policy and procedures and the service's Emergency Management Plan.
- Ensure you complete the attendance record on delivery and collection of their child.
- Provide emergency contact details on their child's enrolment form and ensure that this is kept up to date.
- Following the directions of staff in the event of an emergency or when rehearsing emergency procedures.