

# BERMAGUI PRESCHOOL



## 4.16 Emergency Procedures (Evacuation and Lockdown)

### Written By

Narelle Myers

### Aim

Each child's health and wellbeing is safeguarded and promoted (NQS Quality Area 2).

At Bermagui Preschool emergency procedures have been developed and will be regularly practised to ensure the safety of all children and adults in an emergency situation. There are a number of events that may occur which will necessitate the emergency evacuation or lock down of all children and adults. Such events include: fire or bush fire, presence of dangerous animals/insects and presence of an intruder.

### Strategies

Emergency procedures are established and practiced every three months with each group of children at different times of the day.

Risk assessments are conducted to identify potential emergencies that are relevant to Bermagui Preschool these include; fire, bushfire, presence of dangerous animals/insects and presence of an intruder.

Casual staff and visitors are inducted and are provided with a copy of the preschool's Evacuation and Lockdown Procedures (see induction pack).

Families will be informed of emergency and evacuation procedures at the time of enrolment and information is included in the Preschool Handbook.

To ensure high safety standards for children and adults in case of emergency procedures, the following three factors will be considered:

1. Fire Prevention
2. Emergency Procedures
3. Practice

#### **Fire Prevention**

Ensure that the following are maintained and kept in good working order at all times

##### *Building*

- To be maintained in good order and all Fire Brigade or Council recommendations carried out.

##### *Circuit breakers*

- Installed and smoke detectors in appropriate areas.
- A hose with a nozzle is to be attached to a tap whenever the building is occupied. The hose must be long enough to reach any fire that may develop and is to be stored on a reel.

*Fire Extinguishers*

- Appropriately located. All fire protection equipment is equipped and tested every 6 months in accordance with the requirements of AS 1851.1 for Level 1 service and be kept in proper working condition by Bega Fire Systems.
- Position and height is as recommended by Bega Fire Systems.
- Staff to know which extinguisher to use for different causes of fire, e.g. (Water extinguisher: for wood, paper, Rubbish). (CO2 extinguisher: for paint, oil, electrical and other liquid fires).( Dry Powder: for solid, liquid, electrical).
- All staff to know how to operate extinguishers and know who is responsible for their use in case of fire.

*Smoke detectors*

- Smoke detectors are appropriately located and the fire blanket is kept adjacent to the cooking facilities.

*Fire Blanket*

- A fire blanket is to be kept in the kitchen and must be attached to the wall in an clearly visible and easily accessible position.

*Electrical Equipment (refer to WHS Policy)*

- Heaters: Cords and plugs are in good repair. Positioned so that no paper or material may catch alight.
- Stoves & Barbeques: Properly cleaned maintained. Controls and flame is out of children's reach. Equipment/materials are not placed on stove top such as tea towels, etc.
- Gas Bottle: Hose correctly attached. Check that there are no leaks before igniting.
- Other Equipment: Check that cords and appliances are kept in good repair. Ensure that electrical appliances are not placed on top of cords.

*Exits*

- Building: All exits are signed and are kept clear of furniture or equipment, even if not in use all the time. Ensure that these doors are operable and used during emergency procedures.
- Playground: Two exits must not be locked or inoperable.

*Indoor Environment*

- Storage of Paper/Cardboard: Check that paper and cardboard is not stored in corridors, on top of cupboards, etc.
- Display of Children's Art Work: Consider how and where children's work is displayed. Check the number of mobiles hanging from ceilings and whether walls and ceilings are covered in artwork as these aid the spread of fire.

*Outdoor Environment*

- Gutters: Cleaned annually. See maintenance checklist.
- Office Management: External hard drive (kept off site) to store important documents or electronic files. Fire-proof filing cabinet for storage of documents.

## Emergency Evacuation

- Emergency procedures clearly define the responsibilities of each staff member, family, students and volunteers. An Induction will be provided for new staff and volunteers.
- Procedures will be clearly displayed throughout the centre, in each room and at each main exit of the centre.
- Include a simple floor plan which indicates exit paths, fire extinguishers, location of doors, fire hoses and assembly areas.
- A risk assessment will be completed in the event of evacuation (This assessment is kept on file in the Hazard Register).
- The emergency evacuation procedure will be planned, practiced every three months and documented.
- Telephone numbers of emergency services are prominently displayed at each telephone, including Fire Brigade, Ambulance, Police, Poisons Information Centre, SES, nearest hospital and contact number for the Management Committee.
- Set/accessible locations allocated for the whistle, mobile/cordless phone, and child/visitor attendance sheets.
- A laminated sign is ready and available to place on the front gate advising that the centre has been evacuated. This includes a mobile phone contact number.
- It is important that the children understand how and why they need to cooperate, without causing any undue stress or panic.
- Whistle only to be used by adults in emergency situations. Educators/teachers to ensure children immediately stop what they are doing, come to staff and follow directions.
- Evacuate the building according to procedure.
- Treat any injuries and comfort any children in distress.
- A record of practice is made. This includes an evaluation of the procedure followed and is kept at the preschool for a period of 7 years after the practice in accordance with Work Health and Safety legislation.

## Emergency Evacuation Procedure

- The person discovering the fire (or other emergency) will raise the alarm using either whistle located on a hook near Bidhu lockers or on the right hand side of the Bungaree door.
- Nominated Supervisor/Responsible Person will ring 000
- Staff will organise a quiet and orderly evacuation of all children via the safest exit to:
  - Assembly Point 1: Bungaree Sandpit (Gate to Ambulance Station)
- Nominated Supervisor/Responsible Person will collect the daily attendance book, the emergency contact lists, important phone numbers, cordless phone, mobile phone, Excursion/First Aid Backpack and check all areas for children and staff, then close windows and doors to contain the fire. (If safe to do so.)
- Nominated Supervisor/Responsible Person will then mark off names of the evacuated children against the attendance book to ensure all children are accounted for.
- If need be children will evacuate to:
  - Assembly Point 2: Wooden Seat (Bermagui Community Centre Car Park)
  - Assembly Point 3: To be advised by Emergency Services
- Check attendance sheets again to ensure all children are accounted for.
- Staff will stay with the children
- Nominated Supervisor/Responsible Person will meet with the Fire Brigade Captain and inform him of any missing children or staff, location of fire, etc.

**NO-ONE WILL RE-ENTER THE BUILDING UNTIL ADVISED BY THE RELEVANT AUTHORITY**

## Emergency Lockdown

Lockdown Emergency Procedures will to be practiced in conjunction with Emergency Evacuation Procedures. Lockdown procedures are practiced in the event of an emergency occurring in which it is necessary for staff and children to take shelter within the building in order to provide optimum protection from outside the building.

### Emergency Lockdown Procedure

- The person discovering the need for a lockdown will raise the alarm by calmly and clearly stating the lockdown word (Lamborghini).
- The Nominated Supervisor/Responsible Person will tend to the issue if required. All other staff present will gather the children in the Bidhu block area.
- A designated educator/room leader will lock all doors and windows, phone 000 if required, collect attendance sheets. If necessary seal door gaps with towels or other suitable material if chemicals are present. Switch off heaters and take any steps to limit the amount of contamination entering the building.
- If possible the program will continue as normal, with some explanation to children about the need to stay indoors.
- When advised by Police or Emergency Services, staff and children will leave the building.

#### Relevant Legislation

Education and Care National Service Regulation 97  
National Quality Area 2: Child Health and Safety.2.3.3  
Occupational Health and Safety Act 2004  
Work Health and Safety 2012

#### Resources & References

Education and Care National Regulations.  
ACT Emergency Services Agency website:  
[www.esa.act.gov.au](http://www.esa.act.gov.au)  
Health & Safety in Children's Centres:  
Model Policies & Practices 2003.  
KU Solutions: [www.ku.com.au/kusolutions](http://www.ku.com.au/kusolutions)  
Bega Fire Systems: 0407 210 086  
Bega Rural Fire Control Centre 6494 7400  
State Emergency Services Bega Headquarters 6492 4123

#### Relevant Documentation

Risk Assessments  
List of Important Phone Numbers  
Emergency Contact Details for children  
Emergency Evacuation Plan  
Emergency Procedure Evaluation Form

#### Date Adopted:

October 2021





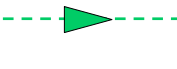
#### Review Date:

October 2024

# Emergency Evacuation Plan

(not to scale)



	<b>Fire Extinguishers:</b>	Bungaree exit (near office) Bidhu lockers (near green door) Bidhu store room (beside adult bathroom)
	<b>Fire Blanket:</b>	Kitchen
	<b>Phone:</b>	Office Kitchen opening (Bidhu signing desk)
	<b>Whistle:</b>	Bidhu lockers (near door) Bungaree fridge (right hand side)
		Evacuation Path
	<b>Attendance Books:</b>	Bidhu & Bungaree signing desks
	<b>Assembly Areas:</b>	1. Bungaree Sandpit (Gate to Ambulance Station) 2. Wooden Seat (Community Centre Car Park)

## Emergency Procedure Evaluation Form

Date: \_\_\_\_\_

<b>Identify the Emergency Procedure</b> Evacuation/ Lockdown / Other: _____		<b>Location</b> Bermagui Preschool	
<b>Responsible Person/Warden Name:</b>		<b>Signature:</b>	
<b>Witness Name:</b>		<b>Signature:</b>	
<b>Item</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Was the alarm accessible?			
Was the alarm/ code word sounded?			
Was the alarm/ code word heard in all parts of the service?			
Did the chief warden assess the emergency?			
Did the other staff report to the chief warden?			
Was the communication system adequate?			
Were there any obstructions to the evacuation route?			
Was the procedure orderly?			
Was the procedure confused?			
Was the procedure crowded?			
Was the evacuation route appropriate?			
Did everyone present know what to do?			
Was the location and size of the assembly area appropriate?			
Where emergency services contacted?			
Did the emergency services attend?			
<b>Further comments:</b>  			
<b>Who conducted the Risk Assessment?</b>  			
<b>Completed by:</b>  			
<b>Signature:</b>		<b>Date:</b>	

Please ensure attendance sheets are attached for all children/ visitors/ staff/ volunteers who participated in the Emergency Procedure.