

## Emergency Evacuation Lockdown Policy

<b>Published</b>	<b>August 2020</b>
<b>Review Date</b>	<b>December 2022</b>
<b>Sources</b>	<p>Education and Care Services National Regulations, October 2020</p> <p>Education and Care Services National Law, February 2018</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Framework, January 2020</p> <p>Bush Fire Survival Plan, rfs.nsw.gov.au</p> <p>Managing Emergency Situations in Education and Care Services PSC National Alliance 2012</p> <p>Local Emergency Management Planning, NSW Justice of Emergency Management, retrieved Jan 2019</p> <p>NSW Rural Fire Service, Retrieved September 2020</p>
<b>Consultation</b>	<p>Peter Dyce – Community Safety Officer NSW RFS (Yass) 2013, 2015</p> <p>Mike Cliff – Gundaroo R.F.S Captain 2019</p> <p>Community Early Learning Australia – Consultancy, Review and Development of Emergency Procedures for Family Day Care Sept 2020</p>
<b>Associated Policies</b>	
<b>Relevant Forms</b>	

### Policy Statement:

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 evacuation situation, the safety and wellbeing of the Educators, children, families and any visitors to the home are paramount.

### Emergency Evacuation

#### Procedure:

- A. Evaluate the situation, decide whether to follow evacuation or lockdown
  - B. Dial 000
  - C. Always follow Emergency Services Instructions
1. Gather children
  2. Collect the Emergency Kit
  3. Evacuate to the nominated evacuation point as outlined on the Home / Venue Plan
  4. Check that all children and staff are present at the evacuation point
  5. Maintain contact with relevant emergency services personnel, and wait for further instruction regarding re-entry to the building
  6. In case of wet weather, or if re-entry to the building is not possible move children to The Lock Out Evacuation Point, nominated on the Home or Venue Plan
  7. Contact Country Kids Club Ph: 0410 529 392
  8. Contact the Children's Families

**After The Emergency Evacuation is Over**

- In the event that the FDC home/venue is unsafe to return to, the Educator 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 home/venue 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
- Notify Parents of the emergency event prior to the collection of their children
- Review current plan to ensure it still meets all your needs, and make any revisions where necessary

**Emergency Lockdown**

**Procedure:**

- A. Evaluate the situation, decide whether to follow evacuation or lockdown
  - B. Dial 000
  - C. Always follow Emergency Services Instructions
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1. Close all doors and windows
  2. Isolate the house into compartments
  3. Gather children
  4. Collect the Emergency Kit
  5. Re-locate to an area of the home/venue designated on your plan or away from the direction of danger
  6. Contact Country Children’s Early Learning Ph: 0410 529 392
  7. Contact the Children’s Families

**After The Emergency Lockdown is Over**

- Consider counselling services for anyone affected by the emergency
- Notify Parents of the emergency event prior to the collection of their children
- Review current plan to ensure it still meets all your needs, and make any revisions where necessary

**Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

**Policy Review**

Date Revised	Comments