

Emergency and Evacuation Policy

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Sources	Education and Care Services National Regulations, December 2019 Education and Care Services National Law, February 2018 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Framework, January 2020 Bush Fire Survival Plan, rfs.nsw.gov.au Managing Emergency Situations in Education & Care Services PSC National Alliance 2012 Local Emergency Management Planning, NSW Justice of Emergency Management, retrieved Jan 2019
Associated Policies	Critical Incident Policy Dealing with Medical Conditions Policy
Associated Documents	Emergency Management Plan Risk Assessments

Aim:

To identify risks and hazards of emergency and evacuation situations, and plan for their reduction or minimisation to ensure the ongoing safety of our Out of School Hours Care Program.

Explanation:

Emergency refers to all situations or events posing an imminent or severe risk or threat to those present in an education and care service premises. An emergency could include a flood, fire or situation that requires a service to be locked down.

Emergency and evacuation situations 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.

Definitions:

Emergency Management Plan

The CKC EMP is a course of action developed to mitigate the damage of potential events that could endanger the service's ability to function. The plan includes measures that provide for the safety of children, Educators and Service Staff. The EMP includes Emergency Evacuation, Lockdown and Relocation Plans as well as risk assessments for other potential emergencies or hazards for each CKC Venue.

Emergency Evacuation Plans

An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults.

Emergency Lock down Plans

Situations such as the threat of a violent person or a police operation in the vicinity, may require the service to go into lock down. This means the service must be secured by the locking of windows and doors and where possible moving all persons from view. Situations where a lockdown is required may take time to be resolved so areas selected should allow for easy access to, food, water, toilets, and space for children to participate in quiet activities.

Emergency Relocation Plans

The Relocation Plan should follow the evacuation plan. Each CKC service should nominate a relocation premises at the end of their Evacuation Plan. During any emergency, relocation should not occur until the relocation site has been deemed safe by emergency services. CCEL will seek advice from emergency services prior to CKC services operating during any period of emergency including floods, storms and other local emergencies.

Critical Incident

A critical incident is any incident or sequence of events which overwhelm the normal coping mechanisms of the service. Critical incidents are abrupt, powerful events that fall outside the range of ordinary human experiences

Responsibilities:

In relation to the Approved Provider & Co-ordination Unit Staff:

- Abide by their obligations under the current Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard in relation to Emergency and Evacuation procedures
- Conduct an initial risk assessment of each program venue prior to approval to assist in identifying potential emergencies relevant to the service
- Conduct annual risk assessments for each program to review and refine emergency and evacuation procedures for the service and school, including medical emergency situations
- Ensure an Emergency and Evacuation Risk Assessment (Fire Safety Risk Assessment Form) is conducted by a recognised relevant authority
- Develop specific procedures around each potential emergency situation and ensure all staff are aware of these through professional development opportunities
- Something about the EMP – maybe the EMP outlines specifics risks and control measures of potential emergencies that may be encountered in the OSHC service
- Provide each Educator with support and training in emergency evacuation procedures, including the use of emergency equipment

- Ensure all Educators conduct regular drill emergency and evacuations with the children, including evacuation and lockdown procedures. These drills should be conducted throughout the term, and during each Vacation Care program.
- Ensure emergency evacuation procedures are displayed at the program during the service's operating hours
- Regularly discuss emergency evacuation procedures with Educators to ensure they continue to be adequate for the services needs
- Ensure staffing rosters have at least one educator who holds a current approved first aid qualification which includes approved anaphylaxis management training and approved emergency asthma management training is immediately available in the event of an emergency

In relation to Educators:

- Abide by their obligations under the current Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard in relation to Emergency and Evacuation procedures
- Assist in developing emergency and evacuation procedures for their OSHC Program
- Ensure the Emergency and Evacuation procedures and floor plans are prominently displayed near each exit
- Participate in training on the use of emergency equipment
- Seek advice from the local Fire Brigade in regard to fire regulations for emergency exits
- Emergency and evacuation procedures must be rehearsed at least every 3 months in all types of care – Before School Care, After School Care and at the beginning of Vacation Care
- Emergency and evacuation rehearsals should take place at various times of the day and week, using a variety of settings and scenarios
- Emergency and evacuation rehearsals must be documented, including:
 - Date and time
 - How many people evacuated
 - Length of time it took to evacuate/conduct the drill
 - Purpose of evacuation drill
 - Problems encountered
 - Additional comments
- Discuss changes that may affect the Emergency and Evacuation Procedures and Plan with CKC staff as they occur
- Ensure all Educators are aware of their specific duties in relation to emergency and evacuation procedures
- Ensure there is access to an operating telephone or other similar means of communication (fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment) at all times
Ensure access to emergency numbers by displaying them with the Emergency and Evacuation Plan, where a phone can be readily accessed, and saving any emergency numbers and relevant apps on the program mobile phone
- Ensure that children's family contact details are readily accessible and up to date in the case of an evacuation
- Discuss Emergency and Evacuation Procedures and Plans with the children

- After each emergency and evacuation rehearsal reassure the children, and discuss with them their suggestions and comments as to how the rehearsal could be improved or conducted differently
- Discuss Emergency and Evacuation Procedures and Plans with families, and other visitors to the service e.g. Relief Educators, volunteers and students
- Inform families if there are any changes to the Emergency and Evacuation Procedures and Plan
- Have access to emergency equipment such as fire blankets and fire extinguishers
- Store fire blankets and fire extinguishers together, not in a cupboard
- Have emergency equipment tested regularly e.g. fire extinguishers
- OSHC Programs in Bush Fire Prone Areas **should not** operate under the Extreme and Catastrophic Bush Fire Ratings

In Relation to The Emergency Evacuation Plan:

The plan must include:

- How the Educators will determine **when** to activate the Emergency Evacuation Plan
- A description of what action/s to take, what should occur during an emergency
- How the children will be managed during an emergency
- What steps will be taken if there is an emergency whilst on an excursion
- A description of what equipment to take
- An Emergency and Evacuation Floor Plan showing two exit choices and the location of the Fire Equipment, Emergency Kit including First Aid Kit and Smoke Alarms
- The number and needs of the children in their care, including any additional needs and medical conditions
- A description of how to move immobile persons (e.g. children in a wheelchair)
- Roads to and from the location where the OSHC Program is located
- Available transport
- Accessibility for Emergency Services
- Any potential difficulties in accessing the location of the OSHC Program
- At least two evacuation points
- That the instructions of emergency services will be followed at all times
- An alternate place of shelter to go to if the OSHC venue cannot be re-entered
- What should happen following an emergency

The Emergency Kit Must include:

- First Aid Kit
- Water
- Family Contact Information
- Country Kids Club Contact Information

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Co-ordination Unit Staff accessing current relevant information
- Approved Provider, 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
March 2017	Scheduled Policy Review – No changes made
February 2019	Scheduled Policy Review – No changes made
August 2020	Scheduled Policy Review – Updated in line with current regulations, added relevant documents section, added in definitions

Guideline to Developing Emergency Evacuation Procedures

1. Dial 000
2. Always follow Emergency Services Instructions
3. Evaluate the Situation
4. Decide whether to follow evacuation or lockdown procedures

Evacuation Procedures

1. Gather children
2. Collect the Emergency Kit
3. List specific procedures for your program and group of children (rope etc.)
4. List your nominated assembly points
5. List your nominated place of shelter
6. Contact Country Kids Club Ph: 0410 529 392
7. Contact the Children's Families

Lockdown Procedures

1. Close all doors and windows
2. Isolate the program venue into compartments
3. Gather children
4. Collect the Emergency Kit
5. Re-locate to an area of the venue away from the direction of danger
6. Contact Country Kids Club Ph: 0410 529 392
7. Contact the Children's Families

Fire Procedures

1. Gather children
2. Collect the Emergency Kit
3. List specific procedures for your program and group of children (rope etc.)
4. List your nominated assembly points
5. List how you will exit the venue, and how you will leave the premises
6. List your nominated place of shelter, and how you will get there (by car, walk)
7. Evacuate as quickly and calmly as possible
8. Contact Country Kids Club Ph: 0410 529 392
9. Contact the Children's Families

Bush Fire Procedures

1. Gather children
2. Collect the Emergency Kit
3. Refer to and follow your Bush Fire Survival Plan
4. Listen to Alerts and Fire Danger Ratings
5. Evacuate early as quickly and calmly as possible
6. Evacuate to a Safe House, or a Neighbourhood Safer Place
7. Contact Country Kids Club Ph: 0410 529 392
8. Contact the Children's Families

Guidelines for Managing Threats of Violence and/or Harassment

If a person/s known or unknown to the service harasses or makes threats to children or Educators at the service, or on an excursion, Educators will:

- Calmly and politely ask them to leave the service or the vicinity of the children
- Be firm and clear and remember your primary duty is to the children in your care
- If they refuse to leave, explain that it may be necessary to call the police to remove them
- If they still do not leave, call the police
- If the Co-ordinator is unable to make the call another Educator should be directed to do so. Educators should liaise with team members in advance to determine a code phrase that will alert another team member to a threat situation arising and prompt them to contact police
- Where possible, educators must endeavour to calmly move the children away from the person and this may be achieved quickly with the use of another code phrase that will encourage word of mouth transmission between children to move quickly from the area to another safer environment without causing them alarm (as an example, the reminder to a child that ice cream is being served today at a specified location for all children)
- No educator should attempt to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible and wait for the police
- Educators should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the service

Guidelines for Bush Fire Protection in a Bush Fire Prone Area

- Have a pre-determined procedure to follow during an emergency situation, this can be vital in surviving a major bush fire event
- Conduct the Bush Fire Assessment Tool to help you assess what you can do if the situation of a Bush Fire arises, the tool can be found at www.bfat.rfs.nsw.gov.au
- Read through the Bush Fire Survival Booklet put out by the Rural Fire Service of NSW
- Write a Bush Fire Survival Plan
- Follow the Emergency Evacuation Procedures

Guidelines for Lockdown during a Bush Fire

- Ensure you have torches ready
- Shelter in a room that is on the opposite side of the venue from the approaching fire and that has a clear exit out of the building
- Patrol inside the venue looking for sparks and embers
- Drink water to keep hydrated
- Close doors, windows, vents, blinds and curtains to prevent flames, smoke and embers from entering
- Put tape across the inside of the windows so they stay in place if they break
- Shut off gas at the meter or bottle
- Move furniture away from the windows to prevent any embers that enter the building from igniting
- Fill baths, sinks and buckets with water for putting out any fires that may start inside
- Place wet towels around the window and door edges to stop smoke and embers from entering
- Put a ladder next to the access hole to the roof space so you can check for spot fires

Bush Fire Emergency Kit Must include:

- Portable Battery Operated Radio
- Waterproof Torch
- Spare Batteries
- First Aid Kit
- Candles with waterproof matches
- Woollen blankets
- Water
- Waterproof bag for valuables
- Emergency Contact Numbers
- Family Contact Information
- Country Kids Club Contact Information

Fire Danger Ratings

Fire Danger Rating	What you should do
<p style="text-align: center;">Catastrophic</p>	<p>For your survival, leaving early is the only option</p> <p>Leave bush fire prone areas the night before or early in the day – do not just wait and see what happens</p> <p>Make a decision about when you will leave, where you will go, how you will there and when you will return</p> <p>Homes are designed to withstand fires in catastrophic conditions so you should leave early</p> <p>OSHC Programs in Bush Fire Prone Areas should not operate under the Catastrophic Rating</p>
<p style="text-align: center;">Extreme</p>	<p>Leaving early is the safest option for your survival</p> <p>If you are not prepared to the highest level, leave early in the day</p> <p>Only consider staying if you are prepared to the highest level – such as your home is specifically designed, constructed or modified, and situated to withstand a fire, you are well prepared and can actively defend it if a fire starts</p> <p>OSHC Programs in Bush Fire Prone Areas should not operate under the Extreme Rating</p>
<p style="text-align: center;">Severe</p>	<p>Leaving early is the safest option for your survival</p> <p>Well prepared homes that are actively defended can provide safety – but only stay if you are physically and mentally prepared to defend in these conditions</p> <p>If you are not prepared, leave early in the day</p>
<p style="text-align: center;">Very High</p>	<p style="text-align: center;">Review your Bush Fire Survival Plan</p>
<p style="text-align: center;">High</p>	<p style="text-align: center;">Keep yourself informed and monitor conditions</p>
<p style="text-align: center;">Low Moderate</p>	<p style="text-align: center;">Be ready to act if necessary</p>

Important information to always keep in mind

- The higher the fire danger rating, the more severe the consequences could be for you, your family and the children in your care. As the fire danger increases so does the likelihood that people will die or be injured if a fire was to start
- On Catastrophic days no properties on areas where bush fire can start will be defensible. Some fires burn so intensely that not even specifically designed construction homes will be safe
- Severe, Extreme and Catastrophic Fire Danger Ratings mean a fire will be Unpredictable, uncontrollable and fast moving. This means that you may have little or no warning about the threat of a bush fire. You need to make sure that you keep yourself informed and be ready to put your plan into action

The Fire Danger Rating should be your first trigger for activating your Bush Fire Survival Plan. The safety of you, your staff and the children in your care may depend on it!

Bush Fire Alerts

During a bush fire, alerts are used to give you an indication of the level of threat from a fire. You can find these on the NSW RFS website at www.rfs.nsw.gov.au and on radio and television.

There are 3 levels of Bush Fire Alerts

<p style="text-align: center;">Advice</p> <p style="text-align: center;">A fire has started There is no immediate danger Stay up to date in case the situation changes</p>
<p style="text-align: center;">Watch and Act</p> <p style="text-align: center;">There is a heightened level of threat Conditions are changing and you need to start taking action now to protect you, your family and the children in your care</p>
<p style="text-align: center;">Emergency Warning</p> <p style="text-align: center;">An emergency warning is the highest level of Bush Fire Alert You may be in danger and need to take action immediately Any delay now puts your life at risk</p>

During Bush Fires you may hear these Alert Levels being used on the radio. The NSW RFS website and the Bush Fire Information Line **1800 679 737** will be able to provide you with more information.

You can keep up to date by:

- Knowing what the Fire Danger Rating is for your area, especially on hot, dry and windy days
- Look and listen for information on TV, Radio, the Internet, Mobile Phones, Facebook (www.facebook.com/nswrfs), Twitter (NSWRFS@NSWRFS) and by speaking with family, friends and neighbours
- If you receive a Bush Fire Alert, take it seriously and act promptly
- Watch for signs of fire, especially smoke or the smell of smoke
- Do not rely on a single source for emergency information
- Bush Fire Survival Plan
 - Download the “My Fire Plan” App (Apple @ iTunes, Android on Google Play)
- NSW RFS Fire Alert Phone App
 - Download “Fires Near Me” App (Apple @ iTunes, Android on Google Play)

Bush Fire Survival Plan - Our Leave Early Plan

Bush Fire Survival Plan Written On: _____

It is recommended that you leave early if:

- There is a Catastrophic Fire Danger Rating
- There is an Extreme Fire Danger Rating
- There are young children in the house

Our triggers to leave early will be:

(Consider triggers such as a fire in the vicinity of your venue, the smell of smoke, loss of water or power, the ability to leave home safely)

We will go to:

(Consider low risk fire area)

We will get there by:

(Depending on where the fire is located, you may need to consider alternate routes)

We will take:

(Prepare your Emergency Survival Kit as well as anything else you might need such as kids favourite toys, medications, pet needs)

We will tell:

(Make sure people know where you are going, and when you get there safely)

Our Back-Up Plan

Sometimes things don't go according to plan. To make sure we are safe our other leave early options are:

Our Places of Last Resort are:

(Neighbourhood Safer Places and other safe locations)

Our back-up travel routes are:

If we cannot leave the venue we will:
