

## Emergency Evacuation Lockdown Policy

<b>Published</b>	<b>August 2020</b>
<b>Review Date</b>	<b>January 2024</b>
<b>Sources</b>	Education and Care Services National Regulations, October 2020 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 and Care Services PSC National Alliance 2012 Local Emergency Management Planning, NSW Justice of Emergency Management, retrieved Jan 2019 NSW Rural Fire Service, Retrieved September 2020
<b>Consultation</b>	Peter Dyce – Community Safety Officer NSW RFS (Yass) 2013, 2015 Mike Cliff – Gundaroo R.F.S Captain 2019 Community Early Learning Australia – Consultancy, Review and Development of Emergency Procedures for Family Day Care Sept 2020
<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
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