



EMERGENCY AND EVACUATION

<u>Policy Reviewed:</u>	January 2023
<u>Next Review Date:</u>	January 2024
<u>Relevant Legislation:</u>	Regulations 97, 168
<u>National Quality Standard:</u>	2.2.2
<u>Location of Information:</u>	Policy and Procedure Handbook

Sourcing of Documents:

- DET, *Emergency Management*: Retrieved 12th February, 2020 – <http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx>
- Education and Care Services National Regulations, December 2019

POLICY

Should an emergency occur in the centre or any surrounding buildings, the following actions need to be taken:

EVACUATION PROCEDURE – CODE RED

- Removal of all children in immediate danger.
- Whistle will be blown and code communicated until it is confirmed that everyone has heard it and commenced evacuation.
- Whistles located:
 - Office: information wall
 - Kitchen: entry door
 - Babies and Toddlers: store room on lanyard
 - JK room: Next to medication bags
 - Kinder Room: Inside storeroom door
 - Staff room: on lanyards behind entry door
- Emergency services are to be contacted on 000.
- Children are to be escorted out of the building, via the safest exit, into the car park area (or nearest off-site location).
- All educators are required to conduct quick head checks of the children before escorting them out of the building.
- The following **must be** collected:
 - Attendance sheets
 - Emergency backpacks
 - Medication bags
 - Allergy/medication folders
- Educators are to mark off names of children & check they're all accounted for when at the evacuation site.
- All staff/visitors are to be roll checked



LOCKDOWN PROCEDURE – CODE AMBER

- All educators will be alerted that the centre is in a lockdown situation, via **CODE AMBER (Centre distress code)**.
- The first staff member who receives the **centre distress code** will alert all rooms and call 000.
- All children and educators are to orderly and safely gather within their own rooms, keeping the children calm.
- Educators must close all windows and doors, put blinds down and turn off heating/cooling.
- All educators are required to conduct quick head checks and mark off names of children & check they're all accounted for in their rooms.
- An 'All Clear' alert will end the lockdown.

LOCKDOWN PROCEDURE – CODE GREEN

- All educators will be alerted that the centre is in a lockdown situation, via **CODE GREEN**.
- Emergency services are to be contacted on 000, if required.
- All children and educators are to calmly and orderly move to the kinder room.
- All educators are required to conduct quick head checks of the children before escorting them into the kinder room.
- All educators must ensure their room windows/doors have been locked, blinds are down and heating/cooling switched off.
- All educators must gather their rooms emergency backpack, attendance records, allergy/medication folders and medication bags and take them to the kinder room.
- Educators are to mark off names of children & check they're all accounted for when in the kinder room.
- An 'All Clear' alert will end the lockdown.

EMERGENCY CODES

Educators will be alerted that an emergency situation is occurring via the following-coloured codes. All educators have been trained on the differentiation between the codes and know the procedures for each one.

CODE RED (Danger Get Out)

External evacuation to car park (or nearest off-site location) via safest route.

CODE AMBER (Wait in your room)

Internal lockdown inside own rooms. Close all doors, windows and shut off heating/cooling system until given further instructions.

CODE GREEN – (Go to Kinder)

Internal lockdown in kinder room. All windows to be shut and doors locked.



INDIVIDUAL ROOM PROCEDURES

	RED	AMBER	GREEN
Babies	<ul style="list-style-type: none"> Direct staff to gather children in emergency cot Collect, allergies/medication folders and sign in folder. Collect medication bag Exit to safest external evacuation point and roll check 	<ul style="list-style-type: none"> First educator receiving code, alerts rooms and calls 000 Remaining educators respond to distress code Gather children inside Baby room Close all windows, put blinds down, doors and turn of heating/cooling Wait for further instruction 	<ul style="list-style-type: none"> Place children in emergency cot and wheel to kinder room immediately Lock all windows and doors, put blinds down & turn off heating/cooling Collect: <ul style="list-style-type: none"> - allergies/medication folders - sign in folder - medication bag Check rolls
Toddlers	<ul style="list-style-type: none"> Direct staff to gather children at safest exit. Form a line using emergency rope Collect: <ul style="list-style-type: none"> - emergency backpack, - allergies/medication folders - sign in folder - medication bag Exit to safest external evacuation point and roll check 	<ul style="list-style-type: none"> First educator receiving code, alerts rooms and calls 000 Remaining educators respond to distress code Gather children inside Toddler room Close all windows, put blinds down, doors and turn of heating/cooling Wait for further instruction 	<ul style="list-style-type: none"> Gather children and escort them to kinder room immediately Lock all windows and doors, put blinds down & turn off heating/cooling Collect: <ul style="list-style-type: none"> - emergency backpack, - allergies/medication folders - sign in folder - medication bag Check rolls
Junior Kinder	<ul style="list-style-type: none"> Direct staff to gather children at safest exit. Form a line using emergency rope Collect: <ul style="list-style-type: none"> - emergency backpack, - allergies/medication folders - sign in folder - medication bag Exit to safest external evacuation point and roll check 	<ul style="list-style-type: none"> First educator receiving code, alerts rooms and calls 000 Remaining educators respond to distress code Gather children inside Junior Kinder room Close all windows, put blinds down, doors and turn of heating/cooling Wait for further instruction 	<ul style="list-style-type: none"> Gather children and escort them to kinder room immediately Lock all windows and doors, put blinds down & turn off heating/cooling Collect: <ul style="list-style-type: none"> - emergency backpack, - allergies/medication folders - sign in folder - medication bag Check rolls
Kinder	<ul style="list-style-type: none"> Direct staff to gather children at safest exit. Form a line using emergency rope Collect: <ul style="list-style-type: none"> - emergency backpack, - allergies/medication folders - sign in folder - medication bag Exit to safest external evacuation point and roll check 	<ul style="list-style-type: none"> First educator receiving code, alerts rooms and calls 000 Remaining educators respond to distress code Gather children inside Kinder room Close all windows, put blinds down, doors and turn of heating/cooling Wait for further instruction 	<ul style="list-style-type: none"> Gather children in the kinder room immediately Lock all windows and doors, put blinds down & turn off heating/cooling Collect: <ul style="list-style-type: none"> - emergency backpack, - allergies/medication folders - sign in folder - medication bag Check rolls



Floater, Additional Educators & Visitors	<p><u>Breaks Staff 1</u></p> <ul style="list-style-type: none"> Collect roster, student folder and visitor folder Ensure all students and visitors evacuate Roll check staff, students and visitors Exit to external evacuation point <p><u>Breaks Staff 2</u></p> <ul style="list-style-type: none"> Check windows and doors in foyer and staff room are closed Assist toddlers with evacuation Exit to external evacuation point <p><u>Kitchen Staff</u></p> <ul style="list-style-type: none"> Turn off appliances and stove Close all kitchen windows and doors Assist babies with evacuation Exit to external evacuation point <p><u>Director/Management</u></p> <ul style="list-style-type: none"> Alert centre/Grab safety vest Call 000 Collect mobile phone, check all rooms, meet children/educators at external evacuation point Confirm roll checks 	<p><u>Breaks Staff</u></p> <ul style="list-style-type: none"> First educator receiving code, alerts rooms and calls 000 Remaining educators respond to distress code Stay in the room you are in and assist where required <p><u>Kitchen Staff</u></p> <ul style="list-style-type: none"> First educator receiving code, alerts rooms and calls 000 Remaining educators respond to distress code Turn off appliances and stove Close all windows and doors in kitchen Assist baby room as required <p><u>Director/Management</u></p> <ul style="list-style-type: none"> First educator receiving code, alerts rooms and calls 000 Remaining educators respond to distress code When appropriate, check all rooms 	<p><u>Breaks Staff</u></p> <ul style="list-style-type: none"> Assist where help is needed, ensuring all rooms have adequate assistance Join kinder room <p><u>Kitchen Staff</u></p> <ul style="list-style-type: none"> Turn off appliances and stove. Lock all windows and doors in kitchen Join babies' room and assist moving the emergency cot through safest way to the kinder room <p><u>Director/Management</u></p> <ul style="list-style-type: none"> Alert all educators that the centre is in a lockdown via "CODE GREEN" Call 000 if required Lock front door and windows, close foyer blinds & check all rooms before meeting educators and children in kinder room Roll check educators and visitors
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These drills are practiced at least every 3 months for educators and children so they are aware of where to go, and learn not to panic in the event that the situation is real.

Floor plans and procedures for emergency evacuations and lockdowns are displayed at each exit at the service. A risk assessment is to be conducted to identify potential emergencies that are relevant to the service and the local area.

Educators follow the centre's *Emergency Management Plan (EMP)* in an emergency. The EMP shows routes to off-site evacuation areas, and details on-site and off-site evacuation plans. The EMP is reviewed regularly and contains information on the facility, its personnel and its procedures. The centre keeps records on previous evacuation drills for reflection and continuous improvement.



Kids On Gallaghers
Childcare Centre

DOOR AND SECURITY PROCEDURE

Before the centre commences operation for the day & any families enter the building, the opening educators shall unlock all designated emergency exit doors and replace keys in the administration office.

All designated emergency exit doors shall remain unlocked and free from obstruction throughout the centre's operational hours (7:00am to 6:30pm) until all families and educators have exited the building. The closing educators can secure these exits only after all final checks that all families have left the building have been made.

EMERGENCY HEAD INCIDENT OFFICERS

The centre has appointed *Emergency Head incident officers* that will ensure all of the team are regularly trained in emergency management procedures and that all procedures are monitored and reviewed.

The Emergency head incident officers are also responsible for reviewing first aid procedures, conducting first aid kit checks and refreshing the first aid knowledge of all educators at Kids on Gallaghers.