

## **EMERGENCY EVACUATION PROCEDURE AND POLICY**

### **PURPOSE:**

To ensure that staff, families and visitors are aware of fire exits and that all staff understand comprehensively the procedure for evacuation in the event of an emergency.

### **IMPLEMENTATION:**

Evacuation will be necessary in the event of certain emergencies and critical incidents which may include but not be limited to occurrences such as: a fire, hazardous spill, bomb threat, earthquake, armed hold up or intruder, severe storm and flooding.

The Director will ensure that all fire extinguishers will be serviced every 6 months and smoke detectors maintained.

Staff will be trained in the operation of fire extinguishers and confident enough to choose the appropriate type of fire extinguisher for each circumstance. Staff priority will be to follow evacuation procedures before attempting to extinguish only very small fires that will not cause any unnecessary risk.

The centre will display a notice marked " EMERGENCY EVACUATION PROCEDURES " in suitable locations along with a floor plan marked with location of all exits, direction of escape routes and fire fighting equipment.

An evacuation drill can be used as an enjoyable game for children. Children will be taught that when they hear the whistle, they are to stand still and await instructions.

The evacuation plan will be practiced at least six times a year at different times of the day. The more regularly fire drill is practiced, the less likely that things will go wrong through panic and other mishaps.

### **ASSEMBLY AREA**

Assembly Area 1 is located in playground one adjacent to the 2-5 years room. A gate is accessible from this area, which leads to the staff carpark – fronting onto De Vitre Street, Lambton. If Assembly 1 is inaccessible, then Assembly Area 2 will be used. This is the grassed area located near the front entrance of Elder Street Early Childhood Centre facing onto Elder Street, Lambton. Should the need arise for the children to be evacuated further a field, they will be moved to St John's Primary School playground on the corner of Dickson Street and Croudace Road.

### **EMERGENCY PROCEDURE**

- ❖ Evacuation signal is 3 short blasts on the whistle
- ❖ Stay calm, instill confidence and console children
- ❖ Listen to instructions from Chief Warden who is the Director or

- ❖ Temporary Authorised Supervisor
- ❖ Chief Warden nominates Room Wardens who immediately collect attendance / sign on roles
- ❖ Cook will join 0-2 room staff who will deploy fire carriage if necessary
- ❖ **Activate RACE**
- ❖ **REMOVE** children, staff and all other personnel to the nearest and safest exit
- ❖ **ALERT** Emergency Services (**Chief Warden**)
- ❖ **CHECK** for children and close doors to small rooms once Room Warden is sure that children are clear
- ❖ **EVACUATE** children, all personnel and evacuation bag to assembly area. If practicable extinguish small fires only if it is safe to do so.
- ❖ Once at the assembly area the Room Warden will undertake a role call of children, staff and all other personnel
- ❖ The Chief Warden will meet the Officer-in-charge and inform him on any missing children, staff or personnel and any other relevant information.
- ❖ All persons to remain in the assembly area until the emergency is declared over by a member of the emergency service, only then re-entering the building.

## **STAFF RESPONSIBILITIES**

One staff member collects the appropriate sign-on/sign-off lists and proceeds immediately to the designated assembly area, encouraging children to follow.

One staff member will assume responsibility for standing at the designated exit and encouraging children to vacate the building. This person will also ensure that no child re-enters the building.

Remaining staff confer to allocate rooms to be checked before closing doors, windows and shepherding remaining children out of the building.

Once outside, assist with marking attendance sheets to ascertain that all children and staff are present.  
No one will re-enter the building until advised that it is safe to do so by the Officer in Charge.

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 Source: NSW Fire Brigade Fire Safety & Training  
 Enterprises - Mr R. Stockhausen  
 Managing OHS in Children's Services – S. Tarrant,  
 Lady Gowrie Centre