



## Emergency/Evacuation Policy

Port Lincoln Children's Centre prepares effectively for fire and emergency situations to ensure the safety of children, staff and visitors.

This policy should be read in conjunction with the Bushfire, First Aid, Fire and Serious Incident policies. Port Lincoln Children's Centre has established the following emergency procedures. Emergencies may include incidents such as fire, bomb threats, snake in grounds, floods, explosion and threatening behaviour.

Emergency plans and procedures are displayed prominently around the Centre. Staff will familiarise themselves with these and the location of relevant equipment. Emergency procedure will be practiced at least once every term.

### Centre Procedures

Management will:

- Will ensure the centre has appropriate clearly marked fire fighting equipment readily accessible to staff.
- Ensure all fire fighting is tested and serviced in Accordance with Australian Standards.
- Evacuation plans and procedures are located at each exit and Emergency Assembly Area is marked.
- Evacuation and emergency drills are rehearsed and documented each term.

Staff will:

The senior staff member on duty will assess the nature of emergency, decide if evacuation or invacuation is required. Declare an emergency and coordinate. Staff will remain with children unless specifically instructed by the Senior staff member or Emergency Services Officers Where possible administration staff will carry out tasks not specifically related to children.

The senior staff member will;

- Alert team leaders to the nature and extent of the emergency and instruct them to begin emergency procedures
- Designate a staff member to contact 000 and request appropriate service
- Designate a staff member to collect attendance books/medications/ medication /instructions/ parent contact details.
- Determine when to contact parents and what information needs to be passed on and if collection is required.

Staff are to gather children in designated safe place and check all children and staff are accounted for.

### EVACUATION PROCESS

Evacuation will be signalled by the continual blowing of a whistle.

Staff will supervise the evacuation of children through the nearest exit to the double gates at the rear of the building. Attendance sheets and roll will be checked to ensure no child, staff or visitors are left inside or unaccounted for.

Children will not be allowed back inside until given the all clear from the senior staff member.

## INVACUATION PROCESS

There may be times when it is necessary to move all children and staff inside the building. This is signalled by the hand operated siren

Staff will:

1. Bring all children inside. Seat them in a comfortable area away from windows and doors;
2. Ensure all windows and doors are locked;
3. Check Attendance sheets and roll to ensure no child, staff or visitor has been accidentally left outside or is unaccounted for.

Children will not be allowed back outside until given the all clear from the senior staff member .

## AFTER THE EMERGENCY

Department of Education and Child Development and the Department of Education and Training will be notified of the incident.

The Director will determine how to assist children/staff and families after the emergency.

After the emergency the Director will meet with the staff directly involved for a debriefing.

A staff meeting will be arranged with trained professionals in attendance for counselling purposes.

The Director will notify the Chairperson of the Management committee.

Links to Regulations/legislation

NQS. Quality Area 2: Children's Health and Safety

National Regulations 97, 168

Sources:

Port Lincoln Children's Centre Disaster Policy

[Www. Safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

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