

## **EMERGENCY EVACUATION AND INVACUATION POLICY**

### **NQS 2.2.2, 7.1.2 Regulation 168 (2) (e) Version 1.13**

In all cases of emergency, the first responsibility of staff is the safety of children and adults at the Centre. All staff are required to become familiar with Emergency Evacuation and Invacuation procedures at their Induction. All staff are responsible for ensuring that Emergency procedures are displayed at least at each Exit and to report to the WH&S rep if they are not available. Every three months, an Emergency Evacuation and an Emergency Invacuation will take place and all persons on site will participate in this procedure to ensure they know what their responsibilities are. Emergency Evacuations and Invacuations are documented and discussed at Staff meetings and Program Review meetings (Regulation 97). Evacuation and Invacuation processes will be evaluated and changes made as needed.

### **Emergency Evacuation Procedure / Counter Disaster Plan**

We aim to ensure the safe, orderly and efficient evacuation of the Children's Centre in the case of an emergency (e.g. fire, electrical, gas, flood, threat, disaster and death). We aim to ensure the safety of each child and adult on site is accounted for as quickly as possible.

**STEP 1 Warning signal** - Long continuous blasts of the whistle, repeated inside and outside.

**STEP 2 Inside Staff members** - Collect the sign in sheets for children, educators and visitors, Evacuation First Aid kit, evacuation backpack (including nappies and wipes, gloves, tissues and spare plastic bags), children's medication sheets for children, staff and visitors and move to the school gate. Children with additional needs may be moved by pram or evacuation cot and all children who are under 2 will be moved in an Evacuation cot.

**STEP 3 Outside Staff members** - Permanent outside staff member closest to the Northern Entrance to collect Evacuation Bin from the big shed and move to the Evacuation area, adjacent to the Roxby Downs Area School oval setting up cones, mats etc. as necessary.

**STEP 4 Office Staff** - Ring 000 and advise Emergency Services to enter via Richardson Place, collect mobile phone. Assist inside staff with all persons, check rooms for children and adults, closing doors as each room is cleared.

**STEP 5** Staff will count children, staff and visitors and compare the number with the sign in sheets.

**STEP 6** If the count is not correct, inform the Nominated Supervisor and roll call children and adults. The Nominated Supervisor will check with Emergency Services personnel if it is safe to check indoors for anyone missing.

- When the Emergency Services arrive, the Director / Nominated Supervisor will inform the officer in charge of the nature and location of the emergency, and of any missing children or adults.
- No-one should re-enter the building until advised it is safe to do so by the officer in charge of the Emergency Services.
- Fire Extinguishers are installed and maintained in accordance with Australian Standards and should only be used if safe to do so.

## **EMERGENCY INVACUATION PROCEDURE / COUNTER DISASTER PLAN**

In the event of a critical incident as advised by SAPOL / DECD, which may adversely affect the safety of children, staff, parents, volunteers and / or visitors, a voice amplifier will be used, clearly stating "EVERYBODY INSIDE NOW!" to direct people immediately inside. Procedure as follows:

- STEP 1. Staff will calmly support children, parents and visitors to enter the closest entry point.
  
- STEP 2. Staff will check the outdoor area to ensure all children and adults have moved inside.
  
- STEP 3. Staff will lock doors and windows, and close blinds where possible
  
- STEP 4. Staff will count children, staff and visitors and compare number with sign in sheets.
- STEP 5. If the count is not correct, inform Nominated Supervisor and roll call children and adults. The Nominated Supervisor will check with Emergency Services if it is safe to check outdoors.
  
- STEP 6. The Nominated Supervisor will maintain ongoing consultation with Emergency Service personnel.
  
- STEP 7. Staff to inform Roxby Downs Area School on 8671 0011
  
- STEP 8. Staff will inform the Educational Director, Rob Harkin 0438 128 500 and DECD Emergency Management Unit on 1800 000 279.
  
- STEP 9. Staff will inform parents and carers of the situation.
  
- STEP 10. Return to normal play based program when advised it is safe to do so by the officer in charge of Emergency Services.

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REVIEWED:

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SOURCED: SAPOL  
SA Emergency Services  
Work health and safety act 2012  
DECD Emergency Management Plan 2016