



Emergency Procedures

On hearing the **emergency whistle** or a call of “**emergency**” educators and staff will:

1. Chief and Area Wardens assume their roles and identify themselves by placing on their Chief and Area Warden caps.
2. The Chief Warden will determine the appropriate course of action e.g. either evacuate or lock down to best ensure the safety of children, educators, staff & any other persons on site.

In the event of an evacuation,

3. Area Wardens are to be responsible for checking that all children and staff have evacuated and are accounted for, calling a roll call once safe to do so at the emergency assembly area.
4. Chief Warden is to be responsible for calling the relevant emergency service 000 Police, Fire, Ambulance.
5. All children, educators, staff & visitors are to remain at the assembly area until the all clear is given by the Chief Warden or the Controlling Emergency Service Agency.
6. If the decision is made to close the centre, the Chief Warden and designated staff members will phone parents and put out a radio broadcast on 106.9 NXFM (Ph: 49423333) and 102.9 KOFM (Ph: 49421433)
7. Educators are to remain with the children in the designated area as instructed by the Chief Warden or Controlling Emergency Service Agency until all children have been collected.

Evacuation Procedures

On evacuating the centre the Chief Warden will follow the Chief Warden Area 1 instruction card located in the emergency bag:

- Collect emergency folder, emergency backpack and centre mobile phone
- Collect sign in sheets from foyer
- Assist Amaroo with emergency evacuation
- Call or designate another staff member to call emergency services on **000**
- Designate two staff members to use fire extinguishing equipment if appropriate and safe to do so
- Inform emergency services of any unaccounted for persons
- After advice from emergency services inform educators and staff when it is safe to re-enter the building **or**
- Contact parents, care givers or emergency contacts to collect children **ONLY** if controlling Authority provides ALL CLEAR to do so.
- Notify ACECQA using form (S101)

On evacuating kitchen staff will:

- Assist educators and staff evacuating children
- Collect medication box in kitchen
- Remain at the front of the service to instruct emergency services

On evacuating each Area Warden will:

- Collect emergency backpack which contains the red emergency contacts folder, first aid and medication boxes
- Complete head count when leaving the building and exit to the closest, safest exit available
- Complete roll call for children, educators, staff and visitors
- Report any persons not accounted for to Chief Warden or responsible person

On evacuating each educator/staff member will:

- Assist to evacuate the children from the building
- In the absence of the room leader take on their role in an emergency evacuation
- Keep the children calm and entertained whilst in the assembly area with stories, songs, games etc
- Be alert to the immediate needs of children throughout the emergency evacuation

Intruder entering the service (Lockdown)

- Any person entering the centre unknown to the staff will be intercepted & questioned by office, kitchen or room staff as to their reason for being in attendance at the centre
- If the explanation is unsatisfactory & they have no legitimate reason for being at the centre staff will calmly & politely ask the person to leave the centre & call for another staff member to support them. The second staff member will inform Cooida staff of the situation and Cooida staff will inform Buddina staff. Buddina staff will inform Amaroo staff of the situation.
- If the person refuses your request initially, repeat the request to leave & that police will be contacted. Remain calm & polite utilising open body language. At no stage should staff be left alone with the intruder.
- If the second request is disregarded by the intruder, another staff member will immediately contact Police 000 & inform them of an intruder on the premises.
- Staff should remain calm & polite. This will hopefully keep the intruder calm & occupied until the Police arrive.
- If the Intruder is aggressive, has a weapon or is affected by drugs & or alcohol keep away from the intruder, remain as calm as possible. Reassure the intruder they have no need to use a weapon. Remain as calm & polite as possible, becoming aggressive or abusive with the intruder may only further aggravate the intruder & the situation.
- Back away slowly from the intruder, maintaining a calm demeanor and slow open body language.
- Contact Police 000 immediately.
- LOCK DOWN. All staff & children to be secured within the centre.

- Remain in lock down until all clear is given directions by the controlling emergency body or instructions from the nominated supervisor.
- Nominated supervisor to notify ACECQA using Notification of serious incident form (SI01).

Lock down procedure

In the event that children & staff are faced with hazards in the centre grounds or from an intruder, children & staff may have to be secured in the building for their own safety (lockdown)

Lock down procedure may occur if there is an intruder anywhere on the centre premises or in the case of some external emergency that makes it unsafe to be outdoors for children, staff or any other persons at the centre (e.g. chemical spill, bush fire)

- Nominated supervisor or designated responsible person is to determine if the centre needs to go into lockdown
- Nominated Supervisor or designated responsible person is to lock the front door and phone **000**
- Immediately move all people present at the service indoors (if already inside stay in your own classroom)
- Position children on the floor against the wall well away from doors and windows or in the most non- visible position in the room
- Secure and close all doors and windows
- Keep all persons as calm & quiet as possible
- No person is to answer the door under any circumstances
- Remain in this position until the all clear is given by OR under the direction of the Controlling Emergency Body OR the nominated supervisor/responsible person
- Nominated supervisor to notify ACECQA using Notification of serious incident form (SI01)

Natural disasters, chemical spill/bomb threat

- Nominated Supervisor or designated responsible person will contact relevant emergency service Phone (000) Police, Fire, Ambulance
- The nominated supervisor or responsible person will liaise with the relevant emergency service
- Follow the directions of the controlling emergency body
- Evacuate the service to the safest area as directed, only after advice from the Controlling Emergency Body
- Follow emergency evacuation plan for the centre
- Where the nominated supervisor decides to close the centre families will be contacted by phone and/or radio broadcast 106.9 NXFM (Ph: 49423333) and 102.9 KOFM (Ph: 49421433)
- Nominated supervisor to notify ACECQA using Notification of serious incident form (SI01)

Call out in an emergency

It is the responsibility of the Nominated Supervisor of Maryland Care & Early Education Centre to attend to any circumstances regarding the service after hours. Instances of such occurrences may be, but not solely, the following;

1. Break & enter at the service
2. Fire at the service
3. Vandalism

The Nominated Supervisor/ Chief Warden will:

On arrival liaise with the Controlling Emergency Body

- Contact the relevant authority if required
- Complete an incident report and notify the committee as soon as practical
- Organise notification for families through notices & radio broadcasts or if possible & practical by phone if the service requires closure
- In conjunction with the Business Manager contact our insurer to inform them of our services situation & commence the claim process
- Notify ACECQA using Notification of serious incident form (SI01)

Reviewed : July 2016.

Next Review: July 2017