



Bangalow Community Children's Centre
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Evacuation Policy

Reviewed April 2016

Legislation:	Education and Care Services National Regulations 2011 Children (Education and Care Services National Law Application) Bill 2010
Reference:	Managing OHS in Children's Services, Lady Gowrie Child Centre, Sydney, 2002

Introduction

Evacuation may be required in the event of a fire, chemical spill, bomb scare, earthquake, gas leak, flood, bush fire. Planning for and responding effectively to fire and emergency evacuations is important to ensure safety of children, staff, families and visitors to the service.

Goals

To ensure safety for all participants in the Centre in case of the need for emergency evacuation.
To ensure clear evacuation procedures are in place and understood by all staff.

Practices

Preparation

- Family addresses/contacts are to be updated regularly and kept in the first aid box in all rooms.
- Torches and first aid to be kept in kits at easily assessable points near exits.
- Ropes for the North Room outside children to hold, to assist orderly/calm exit, will be set up on the evacuation gate each day and stored in the North Room shed out of hours of operation.
- Cots will be on rollers for East Room carers to transport babies.
- The sign in sheets will be checked and maintained by the staff each day and the number of children recorded. Staff will also be recorded on the sign-in sheet each day.
- A key to the emergency exit gate is kept on each rooms sign on board.
- The Centre will display evacuation procedures and maps in main Entry/Exit Points of rooms.
- The Centre will practice evacuation procedures regularly to ensure each role is well rehearsed.
- The Centre will organise a visit from Fire Department each year to train children and staff.
- The Centre will ensure all related equipment is working and easily assessable.

In Case of Evacuation

- Chief Warden or carer noticing a need for evacuation will raise alarm
- Carer/s quickly and calmly remove children from danger.
- Carer/s calmly assist children to the nearest/safest evacuation exit whilst checking all potential hiding places.
- **Listen to Chief Warden* for any instructions**
- Procedure varies slightly for each room and staff member (See attached Procedure). Staff are to ensure they fully understand their role.

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Evacuation Policy (cont)

- If smoke/heat “**Drop down low and go, go, go**”. If need to move through closed door check with back of hand for heat first.
- Utilise fire extinguishers and fire blankets if needed.
- Last inside carer does final check of room, collects first aid kit (this also contains torch and children’s information) and closes door behind them
- Outside carer/s take all children to designated assembly area - Middle Room climbing yard
- Office Assistant collects mobile phone, visitors book and emergency list and takes to assembly point (responsibility of Middle Room staff if no office person)
- Office Assistant raises the external alarm. Phone 000, if access to phone, if not use a staff mobile or go quickly to neighbours (after notifying other staff of departure)
- At assembly point call rolls for children, staff and visitors
- Ensure all children are safe, apply first aid if required and comfort distressed children
- Notify parents via emergency list by phone or school stream if available.

Never

- Enter a smoke filled room
- Enter a room where the door is warm to touch
- Turn your back on a fire
- Gather up personal belongings
- Run, push or attempt to overtake others during and evacuation
- Re-enter the building until advised by appropriate authorities to do so.

** Chief Warden refers to Nominated Staff Member, Director or Senior Teacher on Day (in this order)

* Room Wardens refers to Room Leaders

National Regulations

97 Emergency and evacuation procedures

98 Telephone or other communication equipment

168 Education and care service must have policies and procedures

NQS

Standard 2.3 Each child is protected

Evaluation and Review

This policy will be reviewed based on regulatory requirements or when the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQF and standards will be considered.

Any changes to this policy will be communicated to families and staff.

