



## Emergency Evacuation & Lock Down Procedure Policy

The Rumpus Room Children's Centre is a Child Safe Organisation.

### Explanation:

- A copy of the Evacuation Plan must be displayed in each room and next to the main exit.
- A continuously blowing whistle is the emergency signal and requires both staff and children to stop and listen for instructions.
- Emergency Evacuation practices must occur every 3 months with all children and personnel on the grounds at the time to ensure that all children, parents, visitors and staff are prepared for emergencies.
- A record of all practices including an evaluation of the procedures must be kept on the premises for a period of 2 years after the practice.
- In the event of an emergency parents will be contacted to collect their children as soon as possible, using Owna messaging and phones.

### This policy links to: NQS:

National Quality Standards 2.3.1, 2.3.4

See Appendix 1-National Law (section) and National Regulations (regulation)

### Implementation:

#### **PROCEDURE For Emergencies requiring evacuation-**

**Step 1** – The person discovering the emergency should blow their whistle which each educator has immediate access to, to begin the evacuation.

If it is a fire- They should allocate a person close by to fight the fire by expanding the contents of one extinguisher according to the training they have received. (P.A.S.S.)

The staff member discovering the emergency assumes the role of Warden and conducts the evacuation. They should then designate a specific person to contact emergency services.

The evacuation should be done by running safely, between the rooms opening each door and making eye contact with at least one educator from each room while announcing the type of emergency and the location of the problem so educators can decide which evacuation pathway to use.

**Step 2** – Other staff/visitors on the premises must follow the Warden's instructions to evacuate children, parents and visitors to the allocated evacuation locations at exit gates of the Centre's perimeter fence.

Educators should take their ipads or phones to allow them to mark the rolls. A mobile

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phone is available in case wifi is down.



Office staff should attach an announcement to the front door to prevent parents from entering the building until the all clear is given.

Babies in the Nursery should be placed in the Evacuation cots/Evacuation prams and wheeled outside.

Staff should initially do a headcount to make a quick assessment of whether all children are evacuated followed immediately by a thorough marking of the roll.

The Responsible Person on duty or the Warden should be advised immediately if a child is suspected to be missing and then advised after thorough roll marking whether or not all children are accounted for.

If the risk of remaining in the grounds is severe, staff should move the children to areas outside of the premises.

An educator from each room is to collect their Area evacuation bag which contains the portable first aid kit, Emergency Asthma Kit.

An educator from each room is to collect Emergency Medical Action Kits and asthma equipment for any child on their roll if it is possible to do so.

The Warden is to check all areas for children and staff (Bathrooms, Kitchen, Laundry, Staff Areas). The Warden is then to assist in the safe evacuation of children, being the last to vacate the premises after the children.

**Step 3** – The Emergency Services gather data from the Educators about head count and check off the educator and visitor roll.

**Step 4** – When children are safely evacuated, a bulk message can be sent to families using OWNA and staff will begin to phone parents if deemed necessary.

Children are not to re-enter the building until the Fire Brigade or other appropriate emergency service has arrived and assessed the situation.



## Fire Procedures

Follow procedure above

NB If it is a fire- The person who finds the emergency should allocate a person close by to fight the fire by expending the contents of one extinguisher according to the training they have received. (P.A.S.S.)

### Use of Fire Extinguishers:

Staff priority will be to evacuate all children and adults from the building.

- If a fire is discovered one staff member may attempt to extinguish it if it feels safe to do so, while another staff person commences evacuation. If the contents of one portable extinguisher have not put out the fire then attempts should be abandoned and you should leave the building.
- To use the fire extinguisher using **P.A.S.S.** method.
  - P**ull the pin
  - A**im the nozzle
  - S**queeze the handle
  - S**weep the floor
- Staff will be trained and confident in the operation of fire extinguishers

### Use of Fire Blankets:

- 1) To cover burning pot:
  - a) extend full size of fire blanket
  - b) grasp top edge and roll to cover own arms and hands
  - c) hold above head and approach fire from squat position, under smoke
  - d) place over pan with blanket at all times between self and fire
  - e) press in against edges of pan
  - f) leave at least 30 minutes to ensure it doesn't re-ignite
  - g) Ring fire brigade
- 2) To cover burning clothing:
  - a) tell victim to lay on the ground
  - b) approach victim with blanket between you and the flames
  - c) place over victim and have them roll to make blanket firm

## Lockdown Procedures

**E.g. Bad Weather, Toxic Spills, or Dangerous Persons etc)**

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A staff member is to quietly pass the message announcing that the Centre is in a lockdown situation, making eye contact with at least one educator in each room.

**The most senior staff member or Responsible Person on the premises is to control the lockdown.**



**All staff and children are to remain or proceed indoors and follow lockdown procedures:**

1. Lock all doors (external and internal) and windows;
2. Keep all children inside;
3. Take children, ipad and emergency medication e.g Epi Pens, Asthma Medication etc into areas as specified below:

**Nursery:** Nursery kitchen (Cot room 'quiet side')

**Mischief Mountain:** Cot room (Nursery 'loud side')

**Tumbling Tides:** TT Bathroom

**Rumpus Kings:** Kitchen

**If not safe to use the locations described above, take the children to the closest secured room with no visible access from outside.**

4. Keep the front door locked, and do not open;
5. **Telephone POLICE: 000**; or other Emergency Services, if required. (NO other phone calls are to be made).
6. Notify Centre Director and Proprietor;
7. Follow directions from the Controlling Staff Member.

The Centre Director will direct the release of children in person or by phone.

An "All Clear" announcement will end the lockdown

Centre Director or Controlling Staff Member to notify parents as soon as possible after the lockdown via email.

## **EARTHQUAKE**

1. Staff must remain calm and reassure the children.
2. **Remain inside.**
3. When you feel an earthquake, drop down to the floor (staff, children, parents, visitors).
  - **KEEP AWAY FROM:**
    - a. Windows
    - b. Book Cupboards
    - c. Filing Cabinets
    - d. Mirrors
    - e. Hanging equipment or anything that may fall

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4. Take cover under a sturdy desk, table or other furniture otherwise against an interior wall protecting your head and neck with your arms.
5. Keep in this position until the ground or building stops shaking and it is safe to move.

- **DO NOT LEAVE COVER OR MOVE ABOUT UNTIL INFORMED BY DIRECTOR / AUTHORISED RESPONSIBLE PERSON THAT IT IS SAFE TO DO SO.**

6. If the building needs to be evacuated because of extreme danger eg. walls falling, roof caving in: follow Emergency Evacuation Procedure.

Check -

- the building exits and paths of travel to the exits are clear
- the evacuation assembly area and route to this area is clear
- outside for danger eg. Leaks, fallen power lines, buildings that may fall.
- Avoid broken glass

7. After determining the safest exit move all children to the Evacuation area.

## **STORM**

### **SEVERE WEATHER /STORMS AND FLOODING**

- **Flash Flooding:** The Centre may experience flash flooding if levels in local drains rise higher than the capacity for water to drain away.
- Keep children indoors.
- If necessary make sandbags from sand in sand pits and plastic garbage bags to barricade external doors.
- As flood waters are likely to recede quickly it is advised **NOT** to vacate premises unless necessary.
- Call parents to have children collected before considering a mass evacuation, remember to make medication available for collection.
- Contact Police and or S.E.S. 132500 for assistance.

### **APPROACHING STORM**

- 1) Explain to the children what could happen and what to do.
- 2) Store or secure loose items external to the building such as outdoor furniture.
- 3) Turn off all unnecessary electrical appliances to avoid damage from electrical storms, except the radio in order to listen for

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- warnings.
- 4) Stay inside and shelter in the strongest part of the building (internal doorways, bathrooms)
  - 5) Secure windows, close curtains and blinds
  - 6) Place crosses on windows with masking tape to stop shattering glass.
  - 7) Keep clear of windows
  - 8) If necessary, cover yourself with a mattress, blanket or tarpaulin
  - 9) Do not use the phone except for emergency calls
  - 10) If outside, find emergency shelter
  - 11) Tune into ABC radio for updates of emergency and advice.
  - 12) Report to Responsible Person on duty regarding the status of safety of children, educators and visitors

### **AFTER STORM**

The Director or Responsible Person is to check for damage to buildings and evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm. Otherwise stay inside and wait for all clear from emergency personnel or via radio.

### **Offsite Evacuation.**

If evacuating off the site, due to a gas leak or some other localised event consider walking to the other premises owned by The Rumpus Room if that distance would be deemed a safe location under the circumstances.

If bus transport was required call

Newcastle Buses and Ferries on 49741600, Hunter Valley Buses 49357200 or Port Stephens Coaches 49822940 all of whom may have buses in the area.

Emergency services may stipulate a location to evacuate to but if not consider local school, library, nearby Childcare Centre or a church or community hall.

**Emergency packs** and **First Aid kits** will be taken. If time permits babies bottles and formula, medications and food supplies will also be taken.

Otherwise food will be purchased from outlets in the vicinity.

### **Snake:**

**Keep watch on the snake so we know if it leaves the area or where it is hiding.**

Raise alarm by blowing a whistle and telling others what the situation is and where the snake was last seen. If possible, have a second person help watch the snake's whereabouts.

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### **Don't cause panic.**

Move children to safety indoors via the most appropriate route. If snakes are found indoors, secure children in safe areas causing minimal disruption.

If snake is not seen to leave the area call

- Bernie 0475186229
- Dean 0404522120 or 0401092200
- Justin 0408301544
- WIRES on 1300 094 737
- SES 132500 to remove it.

It is the legal responsibility of the ambulance service 131233 to have a snake removed but in practical terms these other services will help more quickly. If you cannot get assistance from the other services then call the ambulance on 131233 and they will need to remove it.

Return to outdoors when it is considered safe to do so, otherwise remain indoors.

### **BOMB/CHEMICAL THREAT**

The Nominated Supervisor will implement the following procedures:

- If a bomb/chemical threat is received by telephone:
  - **stay calm**
  - **do not** hang up
  - refer to the bomb threat checklist attached
- If a bomb/chemical threat is received by mail:
  - avoid handling of the letter or envelope
  - place the letter in a clear bag or sleeve
  - contact the Police immediately.
- If a bomb/chemical threat is received electronically or through the service's website:
  - do not delete the message
  - contact the police immediately.
- Ensure doors are left open.
- **Do not** touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered.

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- Notify the Regulatory Authority of the incident as set out in our Incident, Injury, Trauma and Illness Policy.

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