



EMERGENCY EVACUATION AND INVACUATION NQS 2.3.3 Regulation 168 (2) (e) Version 1.12

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 (eg 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 megaphone, repeated inside and outside.

STEP 2 Inside Staff members - Collect the 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 northern gate. Children with additional needs may be moved by pram or a purpose built chair and all children who are under 2 will be moved in an Evacuation cot.

STEP 3 Outside Staff members - Gather all people outside and move to the school quadrangle.

STEP 4 Office Staff - Ring 000 and advise Emergency Services to enter via Gate H, collect mobile phone. Assist inside staff with all persons, check rooms for children and adults, closing doors as each room is cleared. Open the carpark gate and ensure that only Emergency Services enter the site and that no other members of the public access the site.

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.