

EMERGENCY EVACUATION AND INVACUATION Version 1.14

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 megaphone, repeated inside and outside.

STEP 2 Inside Staff members – Lock the front door. 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) and children's medication sheets. Children, staff and visitors 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 - 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 Keithcot Farm Primary School carpark setting up cones, mats etc. as necessary and distributing high visibility vests to staff.

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.

EMERGENCY INVACUATION PROCEDURE / COUNTER DISASTER PLAN

In the event of a critical incident as advised by SAPOL / DE, which may adversely affect the safety of children, staff, parents, volunteers and / or visitors, a **Megaphone** 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, close curtains where possible and bring inside the Rainbow Room door key.
- 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 Keithcot Farm Primary School on 8289 1133 and Kings Baptist on 8289 0222.
- STEP 8.** Staff will inform the Educational Director, Ann Lamont 0401 123 375 and DE 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.

CREATED: November 2006

REVIEWED: November 2007, November 2008, November 2009, October 2010, October 2011, September 2012, September 2013, September 2014, July 2015, September 2015, September 2016, September 2017, September 2018

TO BE REVIEWED: September 2019

SOURCED: SAPOL
SA Emergency Services
Occupational Health, Safety and Welfare Act 1986 and amendments
DECD Emergency Management Plan 2015