

EMERGENCY EVACUATION AND SHELTER IN PLACE Version 1.19

In all cases of emergency, the first responsibility of staff is the safety of children and adults at the Centre. All staff are informed of Emergency Evacuation and Shelter in Place procedures on 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 Shelter in Place will take place and all persons on site will participate in this procedure to ensure they know what their responsibilities are. Emergency Evacuations and Shelter in Place practices are documented and discussed at Professional Learning Days and Child Review meetings (Regulation 97). Evacuation and Shelter in Place processes are 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. Depending on the location of the emergency, a decision will be made on whether to move to the Keithcot Farm Primary School quadrangle or KFPS carpark area. In the event of a catastrophic event where our two other options are not suitable, we will walk to the O'Leary Place park (approx. 200 metres).

In the event of an emergency evacuation, a **Megaphone** will be used with long, continuous blasts, repeated inside and outside.

STEP 1 Inside Staff members – Regardless of which designated area to go to, collect the sign in sheets for all children, Staff and visitors, Evacuation First Aid kit, evacuation backpack (including nappies and wipes, gloves, tissues and spare plastic bags) and children's medication. Front door key to be placed in the door. Children, staff and visitors move to the designated safe place. 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. Admin/office staff to collect hi-vis vests for staff. Director/Assistant Director/office staff to take personal phone for communication purposes. Community Development Co-Ordinator to collect sign in sheets for community development programs and count/cross check persons in attendance.

STEP 2 Outside Staff members – If evacuating to the Quadrangle area then all staff move as quickly as possible through the front door or community space gates. If evacuating to the Northern Entrance, closest outside Educator to collect Evacuation Bin from the big shed and move to the Evacuation area, adjacent to the KFPS carpark setting up cones, mats etc. as necessary and distributing high visibility vests to staff.

STEP 3 Office Staff / Nominated Supervisor - 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 if it is safe to do so. Admin staff or other staff member to 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 4 Staff will count children, staff and visitors and compare the number with the sign in sheets.

STEP 5 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.