

23. Emergency & Evacuation Policy

Aim

- To ensure the Service provides for the health, safety and wellbeing of the children during an emergency and/or evacuation.
- To ensure that all children and Educators are evacuated safely in the event of an emergency
- To facilitate an effective and efficient response to an emergency situation
- To ensure that all action is taken to protect children and Educators
- To ensure that the *Emergency Evacuation Drill - Evaluation Form* is completed every *minimum 3 months* (r97)

Emergency & Evacuation Procedures

Bomb, Arson and Extortion

In the event of a bomb/arson threat by telephone or mail, or threat by unknown persons

1. If by telephone record: -

- Location, type and description of bomb
- Details of person making the call
- Note down accent, speech diction, manner, any speech impediment of caller's voice
- Do not hang up

2. Dial emergency "000" and follow instructions of officer-in-charge

3. Follow "fire" procedure if instructed to evacuate

4. Do not re - enter the building until the "all clear" is instructed by the officer in charge.

5. Notify parents as soon as possible about the safety of children.

Extended Power Outage

- Provide a means of ready access to an operating telephone line or other similar means of communication to enable immediate communication to and from parents and emergency services by unplugging your current phone if it is connected to power and use a direct dial phone from the phone line. Or Call your telecommunications provider and tell them you require a "phone line diversion" to Centre Manager/Nominated Supervisor's and 2IC mobile phone numbers for the day, time and date of your scheduled power outage.
- Inform parents, Educators and children of the power outage time and date.
- Provide a day plan for Educators, parents and children.
- Switch off all electrical appliances, especially those that have heating elements
- Unplug 'surge-sensitive' equipment, such as computers and video recorders.
- Keep one light switch turned on so you know when the power returns.
- Have a battery operated torch and radio, together with Emergency packs

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Extended Power Outage - Other Considerations:

Cold Holdings - Refrigeration/ Freezer

A refrigerator without power will keep food cold for 4 -6 hours as long as the door is kept closed. The length of time is dependent on the temperature of the room and of the fridge before the power outage.

A full freezer will keep food frozen about 2 days if the freezer is kept closed. A half loaded freezer will keep food frozen about half a day if the freezer is left closed.

- Foods such as poultry, meat and dairy products must be kept chilled. You could try extending the life of your perishables by storing them temporarily in an Esky or car fridge.
- Once cold or frozen food is no longer cold to touch, 4°C or above, it can be kept and eaten for up to four hours and then it must be thrown away.
- Eat hot food within four hours of it being hot or throw it away.
- A general rule for refreezing; if there are ice crystals in the food, and there are no obvious signs of spoilage, then it's safe to quickly refreeze.
- Choose foods that don't require refrigeration, such as bread, spreads, fruit, vegetables and canned products.

Cooking / Heating

Obtain an alternative heat source for cooking and heating.

Never use gas barbecues or propane fuelled appliances indoors.

- Thermoses containing hot water can be stored and used as a source of heating bottles.
- If you can't boil bottles, sterilise them in commercially prepared disinfecting solutions. Follow the instructions on the manufacturer's label.

Lighting:

- Restrict activities to those that can be safely conducted in natural light whenever possible.
- Provide alternative sources of lighting, such as flash lights. Candles are not recommended.

Air Conditioning

Heat related illnesses can develop within short periods of time, therefore: -

- Have plenty of drinking water available
- Keep shades drawn and blinds closed on the sunny side of the Service
- Dress children and Educators appropriately for the conditions.
- Have wet towels/face washers available for cooling children

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External Disaster

In events such as – gas leakage, chemical spill, adjacent fire, miscellaneous circumstances

1. Record the following –
 - Who is calling
 - Type of disaster
 - Location of disaster
2. Follow instructions of Emergency Officer
3. In event of evacuation follow “Fire Procedure”
4. Notify parents as soon as possible about safety of children if required
5. Give priority to evacuation and supervision of children. However, if considered safe, two people can re-enter the building to fight the fire (extinguishers in hand)
6. On arrival of Emergency Service, Nominated Supervisor should provide the Officer-in-Charge of all information available
7. Do not re-enter the building until “all clear” is given as instructed by officer-in-charge
8. Notify parents as soon as possible about safety of children

Fire Procedure

1. Persons discovering the fire sounds the alarm – dials “000”
2. Rolls and fire bag to be taken preferably by the Group Leader. Nominated Supervisor should have list of parent contact numbers
3. Evacuate rooms in accordance with the diagrams posted around the centre. If possible, close doors and windows as you leave the building. Assemble in a safe area.
4. Nominated Supervisor to check all rooms and storerooms.
5. Once assembled, Group leaders should check rolls – Nominated Supervisor to be notified of any missing persons
6. On arrival of Emergency Services the Nominated Supervisor or person in charge should advise Officer-in-Charge the location of the Fire
7. Do not re - enter the building until the “all clear” is instructed by the Officer-in-Charge.
8. Notify parents as soon as possible about safety of children.

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Flood Procedure

If water begins to enter the building:

1. Move all children and Educators inside the building.
2. Close all doors and windows.
3. Nominated Supervisor to contact Queensland State Emergency Services (Ph- 132 500) to discuss 'Local Emergency Management Plan' (prepared by Emergency Services)
4. Administrative Educators to listen to radio broadcasts to warn of imminent danger.
5. Educational Leaders to move children to 'Dry Zone' within the building if possible.
6. Educators to place towels in plastic bags and pack around doors and windows.
7. Room Educators to collect:
 - Portable First Aid Kits
 - Torches
 - Children Attendance Rolls
8. Nominated Supervisor to prepare for possible evacuation by collecting:
 - Attendance Sheets for Educators and children
 - Contact details for Educators and children

Internal Disaster

In events such as leakage of noxious gases, snakes, vehicle crashing into building, miscellaneous circumstances.

1. Follow "Fire" evacuation procedure
2. Follow instructions of Emergency Officer
3. In the event of evacuation follow "Fire procedure"
4. Do not re-enter the building until "all clear" is given by the officer in - charge.
5. Notify parents as soon as possible about safety of children if required.

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Lock Down

A lock down occurs when there is a natural disaster, severe storm or threatening individual at the premises. All children and Educators congregate indoors in a secure place as far away from windows and doors as possible. All curtains are drawn and all windows and doors locked. Group Activities take place until Management states otherwise.

Emergency Lock-Down Procedure

- Don't Panic - Sound whistle/alarm
- Notify Nominated Supervisor to call appropriate emergency services
- Commence Lock down
- Bring all children in doors immediately
- Draw all curtains, lock all windows and doors immediately
- Assistant to gather daily information sheets, rolls and sign in sheets
- Group Leader to gather all children to a secure area of the room which has been previously designated by the Nominated Supervisor
- Educators to commence a head count of all children, Educators and students - (Alert Nominated Supervisor if anyone is not present)
- Educators begin activities with all children to keep them clam
- The Group Leaders from each room to commence roll call using the sign in sheets
- Nominated Supervisor to liaise with the Educators until it is safe and appropriate to resume normal play

Storm & Blackout

If Educators feel there is danger of either a storm or blackout the following points must be adhered to:

Before the storm:

- Collect all outside equipment and toys. Ensure they are in a safe place. Only if this does not place you in danger. i.e. DRABC
- Have two battery operated radios ready for use. Place them in two separate locations. Maintain a collection of spare batteries to be kept in the freezer compartment of the fridge in the location.
- Have a torch ready for use.
- Children should be cared for in areas adjacent to the kitchen and bathroom. Keep as far away from windows as possible.
- Stay indoors listen to radio for instructions.
- Only use telephone in an emergency.

After the storm:

- Check the entire centre for damage
- Listen to the radio for further warnings / advice
- If assistance is required (electricity SES) use the emergency telephone numbers to seek help.
- Notify parents as soon as possible about safety of children if required.

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Remember the following:

- Know where and how to turn off the main electricity supply
- Turn off the stove removing all pots from hotplates
- Turn off all electric fans and appliances
- Restrict use of refrigeration and freezer (i.e. keep the doors closed)
- Nursery Educators to boil water for bottles - warm cold bottles under hot tap water if power is off

Handy Emergency Contacts

- Life threatening emergencies - Telephone Triple Zero (000). For life threatening, critical or serious situations only.
- State Emergency Service (SES) flood and storm assistance - Telephone: 132 500 for help with a damaged roof, rising flood water, trees fallen on buildings, or storm damage.
- Fire - To report a fire telephone Triple Zero (000)
- Power supply/outages - Dangerous situations or downed power lines contact Energex on 13 19 62
- Health and hospital information - Contact [Queensland Health](http://www.health.qld.gov.au) on 13 HEALTH (13 43 25 84)

References:

- Queensland Government - Department of Emergency services
- Fire & Evacuation Regulations Low Occupancy Building - February 2009
- Northern Territory Government Department of Health Public Health Fact Sheet No.100.1 Food safety During Power Outages August 2011 www.nt.gov.au/health/envirohealth
- Managing Emergency Situations in Education & Care Services www.cscentral.org.au
- WHS Policy statements Griffith Child Care Centre Inc
- Education and Care Services National Regulations - Regulation 97, 98, 168(2)(e)
- National Quality Framework - Standard 2.3

Considered and Accepted by

KAL Management		20 July 2018
Centre Representative		
Parent Representative		