



## Victor Harbor Community Kindergarten

### QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

### Emergency and Evacuation/Invacuation

Updated 21-2-2023

---

#### Purpose

Victor Harbor Community Kindergarten will plan for and respond effectively to emergency evacuations and invacuations.

Evacuation may be required in the event of a fire, chemical spill, bomb scare, earthquake, gas leak, flood or bush fire. Invacuations (lock-ins) may be required to keep (and get) people inside to keep them from perceived danger, hostility or violence. Planning for and responding effectively to fire and emergency evacuations is important to ensure safety in children's centres.

---

#### Definition

An emergency is described as 'an event occurring on Department for Education (DfE) premises, or involving any person under the employment, direction or care of DfE that causes or threatens to cause -

- a) The death of, or injury to, or other damage to the physical or mental health of, any person; or
- b) The destruction of, or damage to, any property; or
- c) A disruption to essential services or to services usually provided by or supervised by DfE; or
- d) Harm to the environment, or to flora or fauna; this may include naturally occurring events (such as bushfires, floods or storms) but also includes fires, explosions, emissions of poison or other hazardous agents, or acts of hostility or extreme violence'.(DfE)

---

#### Procedure

To effectively plan and respond to fire and emergency evacuations and invacuations, the preschool will:

Identify potential emergencies, e.g. bush fires, floods, crime, likely accidents in the centre, asthmatic or allergic children, take all precautions and plan for relevant worst case scenarios.

- Have a fire extinguisher and fire blanket readily accessible near areas where fires are likely to start, such as the kitchen. Fire extinguishers and blankets, as well as smoke detectors and emergency exit signs and lighting are tested each year by Departmental preventative maintenance to check that they are all in good working order. Center staff ensure fire exit doors remain easily accessible and should be able to be easily opened in an emergency.

- Ensure all fire protection equipment is tested in accordance with Australian Standard AS 1851.1 (1995) for level 1 service and kept in proper working condition. This is done through Departmental scheduled preventative maintenance.

- Ensure all staff members are aware of the correct use of a fire extinguisher, the acronym PASS can be used to train staff in using fire extinguishers:

- Pull pin or release lock
- Aim low at the base of fire
- Squeeze handle
- Sweep fire extinguishers from side to side at base of fire.

- Ensure escape routes and assembly areas are kept clear of obstruction at all times.
- Evacuation assembly areas are selected and familiar to all staff;
- \*Double Gates in playground (when all assembled call Roll, walk to Victor Harbor High School Oval or Fitness Centre carpark depending on position of threat. Place sign on gate to notify parents)
- \*If Double Gates are inaccessible due to emergency, assemble and exit via main front gate
  - On evacuation/invacuation all staff have responsibilities to ensure everyone's safety.
    - \*Fire Warden or Staff who notices emergency first - signal alarm and lead the way to assembly point, collecting children along the way
    - \*Director - notify 'Family Day Care' and 'Learning Together' staff – either to evacuate or initiate lock-in procedures or to contact if they are out. Collect children along the way and go to assembly point.
    - \*Teacher 1 (Inside teacher) - collect Parent sign-in Roll book, Staff and Visitor sign in sheet, portable children's emergency contacts folder (by staff sign in sheets), mobile phone. Collect children along the way checking toilet area and other small spaces for children who may decide to hide. Take roll call when everyone is assembled to check all children and staff are accounted for.
    - \*Teacher 2 (Outside teacher) – collect children and check all enclosed spaces inside and out, toilet area, and all outside areas thoroughly, including behind platform area and any other areas children may decide to hide. If Lock-in drill – help to close all doors and blinds
    - \*ECW – Collect First Aid back pack and Medical box (in kitchen cupboard). Collect children along the way and go to assembly point, remembering to check small spaces, and under tables for children who may decide to hide. Lock doors if an invacuation and pull down blinds.
- Display near all centre telephones current emergency telephone numbers — Hospital, Ambulance, Public Health Unit, Police, Fire brigade, Poisons Information Centre
- A mobile phone will be on and kept on the sign in sheet at all times
- Develop, keep up to date, prominently display (in each room and at each main exit of the centre), fire and emergency evacuation/invacuation plan which includes:
  - \*emergency warning alert regularly practiced and with which all centre staff are familiar
  - \*pre-planned evacuation procedure with which all centre staff are familiar
  - \*pre-planned designated meeting area which is accessible at all times
  - \*safe, quick, and calm evacuation of all children and staff
  - \*account for all centre children and staff
  - \*comfort any children in distress and treat any injuries
  - \*dial 000 for the fire brigade, ambulance and police
  - \*contact all parents –(emergency contact folder with all families phone numbers at staff sign in desk)
  - \*complete Incident, Injury, Trauma and Illness Report - notify Department for Education of any serious incident within 24 hours
- Practice emergency evacuation and invacuation procedures each term with all children. Make it a game to reduce panic if emergency occurs. Teach children “STOP, COVER, DROP, ROLL” - if their clothes catch fire and “GET DOWN LOW AND GO, GO, GO” - in case of a fire evacuation. Scheduled emergency and invacuation drills are to be performed in Week 3 - 4 each Term.
  - Keep a record of each practice that includes an evaluation of the procedure and what action is to be taken if any, and keep these records for at least 3 years
  - Ensure the safety and evacuation of all children and staff before trying to contain or extinguish a fire. If the fire is small and you are nearby when it begins it may be appropriate to try to extinguish it or contain it by closing doors and windows, (only if it is not dangerous).
  - If a child is burnt, run cold water over burnt part of body, or cover burn with towel soaked in cool water (not ice or ice water), be careful not to make the child hypothermic (too cold), and arrange for the child to be assessed by a doctor or call an ambulance, dial 000
  - Ensure counselling and debriefing services are available for all those involved in an emergency situation, if required.

---

## Source

---

- Emergency Management Framework (Department for Education)
- National Quality Standards Harm and Hazards 2.2

---

## Legislation Requirements

---

- Section 167 Offence relating to protection of children from harm and hazards
- Regulation 97 Emergency and evacuation procedures
- Regulation 98 Telephone or other communication equipment
- Regulation 168 Education and care services must have policies and procedures
- Regulation 170 Policies and procedures must be followed
- Regulation 171 Policies and procedures to be kept available
- Regulation 172 Notification of change to policies and procedures

---

## Approved and Checked

---

Review 2024 or as required

Approved and Checked By:

Centre Director

.....Date .....

Governing Council Representative

.....Date .....

POLICY	February 2023	NEXT REVIEW DATE	February
--------	---------------	------------------	----------

REVIEWED		2024
21-2-2023	<ul style="list-style-type: none"> <li>• Made sure legislations were all included</li> </ul>	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE