



Saints Academy
FOR THE WHOLE OF LIFE

SPCC Saints Academy

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

EMERGENCY MANAGEMENT POLICY – PORT STEPHENS Including Emergency Evacuation and Lock-Down Procedures

POLICY STATEMENT

Our service will provide an environment that ensures the safety and wellbeing of the children at all times (My Time, Our Place 1.1, 3.1).

All children and educators will be aware of, and practiced in emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately implemented. In implementing the practice sessions of emergency procedures with children, educators will encourage children to discuss possible scenarios where emergency procedures may be required and support children to come up with solutions and ideas for improving on the procedures or discussing ways to avert emergency situations (My Time, Our Place 4.2).

Opportunities for older children to access and use the written emergency procedures to orientate new children prior to an emergency drill will be provided by educators on a regular basis prior to carrying out the emergency drill (My Time, Our Place 5.1 and 5.2).

EMERGENCY EVACUATION

- A risk assessment will be conducted by educators and management annually to review and refine emergency procedures.
- Emergency evacuation procedures and floor plans will be clearly displayed in a prominent position near the main entrance and exit of each room used by the service.
- All educators, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the service. Nominated Supervisors will make arrangements as to the delegation of leadership and duties in their absence.
- Emergency procedure, evacuation and assembly point will be displayed at each of the evacuation exits on the plan and educators made familiar with them.
- Educators will discuss the emergency procedures with the children and the reasons for practicing the drills prior to each emergency drill being undertaken. Following each drill, children should be reassured, and their suggestions and comments welcomed for how the drill might be improved to provide them with a sense of control and understanding of the process.
- Children and educators conduct practice drills of the emergency procedure at least once every three months varying the environment and drill type.
- Nominated Supervisors will be responsible for the scheduling of all emergency and evacuation procedures. The schedule will be communicated to children, families and educators.
- Services practice emergency procedures based on the potential emergencies identified through site risk assessments.
- All emergency drills will be recorded with date, time and length of time it took to leave building. Additional comments on recommendations for improvements can also be included in the record.
- No child or educator is to go to their bags to collect personal items during an emergency evacuation. This would lead to confusion and delays.



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- The service will maintain a fire blanket and smoke detectors and have them checked regularly as per the manufacturer's instructions.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard - AS 2444-2001.
- Educators will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety, and they feel confident to use the fire blanket or operate the extinguisher and all the children have been evacuated from the room.
- Educators should be aware of bush fire danger and if relevant have appropriate training on the necessary procedures. Services in bushfire prone areas will have a plan.
- A record of all practices including an evaluation of the procedures must be kept on the premises for a period of 2 years after the practice.
- The approved provider must ensure that a risk assessment is conducted to identify the potential emergencies that are relevant for their service.
- The staff of the service must have ready access to an operating phone or mobile to enable immediate communication to and from parents and emergency services.

Example Plan - The Emergency Evacuation plan will include:

- Routes of leaving the building suitable for all ages and abilities. These should be clearly mapped out.
- Plan of where the fire extinguishers are located displayed in a public place.
- A safe assembly point away from access of emergency services.
- List of items to be collected and by whom.
- List of current emergency numbers.

EDUCATORS RESPONSIBILITIES

Educators will be nominated to:

- Make the announcement to evacuate, identifying where and how.
- Collect children's attendance records and families' contact numbers.
- Collect emergency services numbers.
- Make the phone call to 000 or other appropriate service, management and families as required.
- Collect the first aid kit.
- Check that the building and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire.
- Supervise the children at the assembly area, and take a roll call of children. Educators should be aware of any visitors.

When the emergency service arrives, the Nominated Supervisor/Responsible Person will inform the officer in charge of the nature and location of the emergency and if there is anyone missing. No one should re-enter the building until the officer in charge has said it is safe to do so.

PROCEDURE (PORT STEPHENS)

Step 1 – The person discovering the fire or emergency should blow a horn/whistle situated near the entry of the service and alert other staff members to the location of the emergency. This staff member assumes the role of Chief Warden and conducts the evacuation. The evacuation pack is collected (first aid kit, EpiPen, asthma puffer and list of allergies/asthma/anaphylaxis).



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Step 2 - Other staff on the premise evacuate children, parents and visitors to the allocated evacuation area on the grass field. Staff should take the service iPad and the staff and visitors sign in book where possible and not delay the evacuation of children. Staff should check off children against the daily lists once on the field. The Warden is to check all areas for children and staff. The Warden is to assist in the safe evacuation of children, being the last to vacate the premises after the children.

Step 3 - At the evacuation point, the Warden is to contact Emergency Services, complete a head count and check off the roll. Contact the Emergency Service e.g. Fire Brigade on 000 stating:

- 1) Name of Centre - SPCC Saints Academy (Port Stephens at SPCC Port Stephens)**
- 2) Address of the Centre - 182 Salamander Way, Salamander Bay NSW**
- 3) Nearest cross street - Bagnall Beach Rd**

Dial SPCC Reception if requiring support or if they are not aware of the evacuation (DIR 2101) - 49195400.

Step 4 - When children are safely evacuated, staff will begin to phone parents if deemed necessary.

Staff and children are not to re-enter the building until the Fire Brigade or other appropriate emergency service has arrived, assessed the situation and given the "all clear" announcement.

LOCKDOWN

A lockdown can occur when there is bad weather, toxic spills or dangerous persons etc.

A lockdown rehearsal must occur every 3 months by the staff members, volunteers and children present at the service on the day of the rehearsal. The lockdown will be conducted across each day of the week to ensure all children and staff participate. At times an additional lockdown may occur in conjunction with the school to practice a full site lockdown.

PROCEDURE (PORT STEPHENS)

- A staff member is to make an announcement that the service is in a lockdown situation or respond to the internal communication within the school (**code word: MR LOCK**).

- The most senior staff member or Responsible Person on the premises is to control the lockdown.

- All staff and children are to remain or proceed indoors and follow lockdown procedures as below.

1. Lock all doors and windows;
2. Keep all children inside and out of sight;
3. Take children, iPads with electronic sign in and emergency medication e.g. Epi Pens, Asthma Medication etc. the specified area.

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- 1) Close all windows and blinds.
- 2) Move children to a place where they are out of sight (such as under tables and behind lounges).
- 3) Keep the entrance door locked, and do not open.
- 4) Telephone POLICE on 000 or other Emergency Services, if required (NO other phone calls are to be made).



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- 5) Where possible use a mobile phone to communicate with the school personnel for assistance.
- 6) Notify Centre Director and/or Responsible Person if not present.
- 7) Follow directions from controlling Staff Member.
- 8) Nominated Supervisor or Responsible person will direct the release of children in person or by phone.
- 9) An "All Clear" announcement will end the lockdown. Controlling Staff Member to notify parents as soon as possible after the lockdown via email.
- 10) Lockdown Checklists are to be completed after "All Clear".

Harassment and threats of violence

If a person/s known or unknown to the service harasses or makes threats to children or educators at the service, or on an excursion, educators will:

- Calmly and politely ask them to leave the service or the vicinity of the children. Be firm and clear and remember your primary duty is to the children in your care.
- If they refuse to leave, explain that it may be necessary to call the police to remove them.
- If they still do not leave, call the police.
- If the Coordinator is unable to make the call another educator should be directed to do so.

Educators should liaise with team members in advance to determine a code phrase that will alert another team member to a threat situation arising and prompt the police contact and children being moved to a safer area for possible lockdown.

- Educators will go into Lockdown where the threat is outside and it is assessed to be safer for children and educators to remain inside. Phone calls will be made to families from the emergency contact list alerting them that the service is in lockdown, that Police have been called and to take directions from emergency personnel when they arrive to collect children.

This policy links to the following:

National Quality Standards 2.3

Education and Care Service National Regulations 2011: 97, 98, 99(4)(d)(ii), 168

Other: My Time, Our Place Framework, Network OSHC Code of Professional Standards, Work, Health and Safety Act

(2011), Emergency Planning Workshop – NSW Government/Education

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