

Port Pirie West Children's Centre

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Policy 9: Emergency and Evacuation/Invacuation

Rationale: 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 Invacuation (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 WHS representative if they are not available. Every three months, a week's worth of Emergency Evacuation and Emergency Shelter in Place practices will take place and all persons on site will participate in these procedures to ensure they know what their responsibilities are. The practices will be coordinated with Port Pirie Child Care Centre and one practice coordinated with Port Pirie West Primary School. Multiple practices will take place over a week to ensure as many children and staff as possible are able to participate, to reduce risk in the case of an emergency. These Emergency Evacuations and Shelter in Place practices are documented and discussed at professional learning days and program 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 by accounting for them as quickly as possible. Depending on the location of the emergency, a decision will be made on whether to evacuate to Point A or Point B on the Port Pirie West Primary School grounds. In the event of a catastrophic event (or bomb threat) where Point A and B options are not suitable, we will walk to the Port Pirie West Primary School oval (approx. 200 metres)

In the event of an emergency evacuation (and/or bomb threat), a whistle will be blown with 3 long blasts, repeated inside and outside. For an emergency invacuation a whistle will be blown continuously.

EMERGENCY PROCEDURES

- Roll is marked at the beginning of session. Staff are informed of the number of children present. 2 staff members conduct head count.
- WHISTLES are located strategically around the Centre and staff each wear a whistle
- FIRE BLANKET is located in kitchen.
- Port Pirie West Primary School's siren will blast continuously to alert School, Kindergarten and Child Care staff that there is an evacuation or shelter in place procedure.

EVACUATION PLAN (internal threat)

- **Port Pirie West Primary School's siren ringing continuously alerts us to emergency evacuation.**
- **KINDERGARTEN STAFF MEMBER WHO NOTICES EMERGENCY BLOWS WHISTLE 3 TIMES TO ALERT STAFF AND CHILDREN.**

1. OUTSIDE STAFF

- Outside staff move with children towards the designated oval exit
- **Outside teacher** stays with children at oval gate getting children to line up in pairs.
- **Outside ECW**
 - checks the yard for children, and any spots children can't readily be seen
 - takes children to the exit point.

2. INSIDE STAFF

- **Inside teacher** directs and takes all children to exit point (Rear exit gate for Point A;) after collecting:
 - Roll with children's names on sign in bench inside kindy entrance
 - Children's contact details folder (inside kitchen cupboard) with addresses, phone numbers
- **Administration and/or Nominated Supervisor**
 - Collects Visitors register (from reception)
 - Collect staff sign in sheet (from reception)
 - Collects Evacuation kit (from cupboard inside main kitchen area)
 - Checks rooms in community spaces and office areas
 - dial 000 and alerts Port Pirie West Primary School and Port Pirie Child Care Centre (by pressing Duress alarm located under Administration Officer's desk or calling on 8632 3777) when appropriate to do so.
- **Inside ECW** checks all rooms in kindy space and collects:
 - Centre Mobile Phone and emergency keys (on lanyard hanging on hook in main kindy room)
 - Children's medication and health care plans (medication box)

3. OTHER STAFF/VOLUNTEERS

- Assist in directing children to meeting point (determined by Nominated Supervisor)
- Kindergarten fire extinguishers can be used by staff members once children are safe and supervised and only if it is safe to do so. (Preferably by a staff member trained to use a fire extinguisher – Fire Warden.)

MEETING POINT TO EVACUATION ASSEMBLY POINT:

- As a group, all children and staff move to evacuation assembly point.
- Wait for clearance from authorities before returning to Kindergarten grounds.
- Staff will count children, staff and visitors and compare the number with the sign in sheets. 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 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

PLEASE NOTE THAT IF EMERGENCY IS LOCATED IN THE DIRECTION OF WHERE OUR EXIT POINT IS STAFF ARE TO DIRECT CHILDREN TO OTHER EXITS OF THE KINDERGARTEN.

INVACUATION PLAN (SHELTER IN PLACE external threat)

➤ KINDERGARTEN STAFF MEMBER WHO NOTICES EMERGENCY BLOWS WHISTLE CONTINUOUSLY TO ALERT STAFF AND CHILDREN AND MOVES TO MAIN KINDY BUILDING

1. OUTSIDE STAFF

- Outside staff will calmly support children, parents and visitors to enter the closest entry point
- Outside staff will check all the outdoor areas to ensure all children and adults have moved inside.
- **Outside Teacher** – locks exit door

2. INSIDE STAFF

- **Inside teacher** directs all children to shelter in place area (main group time mat)
 - Gets roll with children's names from sign in bench (located inside kindy entrance)
- **Administration and/or Nominated Supervisor**
 - Locks external doors in foyer area
 - Collects Visitors register and Staff sign in sheet (from reception)
 - Checks rooms in community spaces and office areas
 - dial 000 and alerts Port Pirie West Primary School and Port Pirie Child Care Centre (by pressing the Duress alarm located under the Administration Officer's desk or calling on 8632 3777) when appropriate to do so.
- **Inside ECW:**
 - Assists to move all children to Shelter in Place area in main group time area inside

3. OTHER STAFF/VOLUNTEERS

- Move to Shelter in Place area

4. AT ASSEMBLY POINT:

- All children and staff move to Shelter in Place invacuation assembly point.
- Staff will count children, staff and visitors and compare the number with the sign in sheets. If the count is not correct, inform the Nominated Supervisor and roll call children and adults. The Nominated Supervisor will check with Emergency Services if it is safe to check outdoors.
- The Nominated Supervisor will maintain ongoing consultation with Emergency Service personnel.
- Staff to inform Port Pirie Child Care Centre and Port Pirie West Primary School on 8632 5499 and 8632 3777 respectively.
- Staff will inform the Education Director, Rob Knight 0427 005 494 and DfE Emergency management unit on 1800 000 279.
- Staff will inform parents and carers of the situation.
- Return to normal play based program when advised it is safe to do so by the officer in charge of Emergency Services.

EMERGENCY CONTACT NUMBERS

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| AMBULANCE/POLICE/FIRE: | 000 |
| POLICE PATROL: | 131 444 |
| PORT PIRIE HOSPITAL: | 8638 4500 |
| HEALTH DIRECT: | 1800 022 |
| POISONS INFORMATION CENTRE: | 131 126 |
| PIRIE WEST PRIMARY SCHOOL: | 863 3777 |
| PIRIE WEST CHILD CARE CENTRE: | 8632 5499 |
| EDUCATION OFFICE: | 8632 0600 |

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| POLICY REVIEWED | February 2023 | NEXT REVIEW DATE | February 2024 |
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