

HACKHAM WEST CHILDREN'S CENTRE

2.9 EMERGENCY RESPONSE PLAN TO A DISASTER OR CRITICAL INCIDENT

A critical incident is any serious or threatening event.

AIM:

To provide a plan (a Counter Disaster plan) to manage situations effectively and to ensure that all children, educators and visitors follow procedures that will as far as possible - maximise safety and reduce danger.

PURPOSE:

In a critical incident/disaster the priority of the educators is for the safety of the children in their care.

Possible types of danger could include- earthquake, flood, storm, explosion, fire, bushfire, chemical spill, road/air accident, siege or bomb.

The most senior educators present will be responsible for deciding on the safest action and the safest position for all children, educators and visitors to gather.

The current invacuation and evacuation procedure to be followed are attached to this policy and will be displayed at each exit.

An evacuation and/or an invacuation practice are undertaken as a regular practice of the centre (at least once a term).

- This is reviewed afterwards by leadership and the Work Health and Safety (WHS) Officer.
- Staff will then discuss at the next staff meeting
- Any modifications to procedures will be communicated promptly with all staff through the communication book.
- The WHS officer is responsible for updating the attachment to this policy and those displayed at exits.

Invacuation

- If the danger is outside the site e.g emergency services activity in close proximity or dangerous wildlife , the position for children, staff and any visitors would be inside (if appropriate, in the staff/family room area).
- If the danger is on site e.g a person threatening staff or children, educators will endeavour to secure the area where children are being gathered by locking doors, windows and activating the duress alarm if possible or calling 000 for emergency services.

Evacuation

- If the danger is within the building, e.g fire or a person threatening staff or children, educators will gather children in the yard by the Vintners Walk gate. The Responsible Person in Charge will call 000 for emergency services.

Those in leadership or senior roles (such as the Director or Assistant Director) will report the incident to parents and guardians as soon as it is safe to do so and also to the District Office, Noarlunga House (8207 3770) and to the Manager, School Care (0401 719 572) if urgent. The latter will notify the necessary corporate staff.

EVALUATION:

This policy is viewed to be working effectively when all disasters and critical incidents are handled by staff in an organised and calm way.

NEXT REVIEW: January, 2019

SOURCES:

EMERGENCY EVACUATION

THREE SHORT WHISTLES

Person who sees emergency situation to alert another adult to the risk and proceed with evacuation.

Blow whistle 3 short times – repeat. Whistles are located at all exit doors

‘Responsible person in Charge’ to collect

- Emergency keys at Over 3 double door
- Allergy buddy kits x2 –includes first aid kit
- Over 3 sign in book
- Under 3 sign in book
- Educator sign in book
- Visitor Register
- Phone

‘Responsible Person in Charge’ to call emergency services for assistance 000

State: Hackham West Children’s Centre

Corner of Vintners Walk and Fairview Grove

ENTER FROM FAIRVIEW GROVE

Phone number: 8382 6161

All other educators to collect children and evacuate to Eastern gate on Vintners Walk

Sleep rooms will be checked and cleared by the nearest educator who will report to ‘Responsible person in Charge’ when completed.

‘Second in charge’ checks all other rooms.

Educators to check off sign in books to ensure all people are safe.

If further evacuation is required all educators and children will leave via the Eastern gate on Vintners Walk to the reserve adjacent to the site.

Educators to follow the instructions from emergency services.

No one is to re-enter the building until it is deemed safe to do so by the attending emergency services.

Responsible Person in Charge

- 1.Maddy Stewardson
- 2.Bec Ward
- 3.Diploma educator who opened the centre-Andrea Waye or Kathee Bowyer
- 4.Diploma educator who closes the centre-Andrea Waye or Kathee Bowyer

EMERGENCY INVACUATION

ALERT EDUCATORS “SPECIAL GROUP TIME”

Person who sees emergency situation to alert another adult if possible and proceed with invacuation.

Start ‘Special group time, inside quickly’. Direct children to invacuation space.

‘Responsible Person in Charge’ to collect

- Emergency keys at Over 3 double door
- Allergy buddy kits x2 – includes first aid kit
- Over 3 sign in book
- Under 3 sign in book
- Educator sign in book
- Visitor Register
- Phone

‘Responsible person in Charge’ to call emergency services for assistance 000

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All other educators to collect children and invacuate to the library corner in the over 3 room unless directed to sleep room 2 in the under 3 room. This decision will be made by ‘Responsible Person in Charge’ dependent on where the threat is occurring.

Sleep rooms will be checked and cleared by the nearest educator who will report to ‘Responsible person in charge’ when completed.

‘Second in charge’ to complete yard check and all rooms for children.

Educators to check off sign in books to ensure all people are safe.

Educators to follow the instructions from emergency services.

No one is to leave the building until it is deemed safe
to do so by the attending emergency services.

Responsible Person in Charge

- 1.Maddy Stewardson
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4th November 2017