

**MCKAY CHILDREN'S CENTRE INC.  
INCLUDING PENOLA OUTSIDE SCHOOL HOURS CARE**

<b>HSW-2 Emergency Practices Policy</b>
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**Policy Statement:**

At McKay Children's Centre the safety of the children and staff are of paramount importance in the event of any emergency.

**Procedure:**

- Emergency procedure plans for evacuations and invacuations are displayed throughout the building at all external doors, in all rooms.
- All staff are aware of the evacuation and invacuation procedures.
- Emergency drills are rehearsed routinely, with a minimum of four practised a year on different days to allow a range of children and staff to practise the procedures.
- Invacuation procedures are also rehearsed regularly. All emergency drills are recorded and evaluated and discussed at staff meetings.
- At least one staff member from each service (childcare, kindy & OSHC) staff is trained in using fire safety equipment via Fire Warden training.
- All visitors to the Centre e.g. trades people are made aware of the emergency procedures on arrival at the Centre. These procedures are also included in parent information folders and staff induction folders.
- Emergency equipment is kept in working order and inspected routinely by Chubb fire equipment inspector, which includes checking fire extinguishers and fire blankets. Portable and fixed first aid kits are checked 6 monthly and replenished when necessary.
- All equipment is serviced regularly and recorded on the STAR portal with DECD and in the maintenance folders in the front office
- A copy of the Centre's emergency evacuation procedure and plan of the building is kept at the local fire station. The procedure has been developed in consultation with the local CFS.

The Centre has developed the following procedures in relation to emergency evacuation situations.

- The Fire Warden will take responsibility for emergency evacuations in consultation with the Director and WHS Subcommittee.
- In the event of a fire or an emergency requiring evacuation an alarm will be sounded (whistle). A whistle will be sounded in both the childcare, kindy room and outside.
- All staff and children will immediately evacuate to the ASSEMBLY POINT A at the back gate. If this is not a safe place to meet, staff will direct towards ASSEMBLY POINT B in the school yard near BBQ grassed area.
- Members of staff will collect the daily attendance records (kindy, childcare, OSHC), emergency list, staff roster, visitor book, OSHC mobile phone, first aid kit, fire blanket and computer back up tapes.
- One staff member will ring 000 (for Ambulance, Fire and Police) & notify Penola Primary School 87372300.
- After checking all rooms are clear, staff will ensure main doors are closed (doors not to be locked).
- Sign to be placed at entrance ramp

- Outside staff will gather children and ensure everyone is at the assembly point. Inside and other staff evacuate inside children/babies down ramp (in pushers/cot if necessary).
- Staff will call rolls (kindergarten, childcare, visitor book and staff rosters) and evacuate through the back gate onto the Primary School oval and to the Primary School Gym if leaving early or to take cover from a passing fire
- One staff member to meet emergency services at the front fence on Scott Street.

The following invacuation procedure takes place in the case of a situation such as a threat from persons or animals or a disaster/emergency where children and staff are safer indoors.

- In the case of an emergency requiring invacuation an alarm will be sounded. The signal is three short blasts of ship's horn. The horns are situated in shed and on the hook inside the kindy deck door. Both horns must be sounded.
- On hearing the horn all staff and children will immediately enter the building and assemble in the safest area. All children will assemble together in the one place. One qualified staff member will nominate the safest area.
- Staff will help children inside, carrying the younger ones. All children are to sit on the floor.
- One staff member from kindy and childcare to check outdoor areas and then come inside and lock all windows and doors.
- Two staff members to collect attendance records and staff rosters.
- One staff member to ring Police 000 or 131444 and Penola Primary School 87372300.
- When all children are assembled on mat a roll call is done.
- Children and staff to remain inside until notified it is safe.
- Director to initiate counselling if required and complete critical incident reports.

In the case of an injury in any emergency situation, please refer to the HSW 3-First Aid and HSW 1-Administering Medication policies. In the situation of a major disaster in the town or area, the Director will be advised by DECD Incident Management Team in Adelaide about what further plans there might be for meeting at the town 'Safe Refuge Area' at McCorquindale Park.

Source:

- Penola CFS
- DECD Extreme Severity and Serious Critical Incident Reporting Process, Flowchart, January 2015
- National Quality Area 2
- Education and Care Services National Regulations, 97
- Work Health Safety Regulations 2012 (DECD)
- DECD Incident Management Division

Related Policies:

- HSW-1 Administering Medication
- HSW- 3 First Aid

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