



## **BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE INC**

### **ADMINISTRATION & MANAGEMENT**

**Title: EMERGENCY & EVACUATIONS**

**Status: CURRENT**

**Date of Origin: Aug 2012**

**Policy No: P5**

**Last Reviewed: Feb 2022**

#### **POLICY STATEMENT.**

Brisbania Before & After School & Vacation Care Centre will provide an environment that provides for 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 practised 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 practise 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)

#### **PROCEDURE.**

A risk assessment will be conducted by educators and management annually to review and refine emergency procedures

Emergency evacuation procedures and floor plan 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 centre. Educators will make arrangements as to duties undertaken in the absence of other staff.

Children and educators will practice the emergency procedure at least twice a term; inn all types of care, before school, after school and at the beginning of vacation care.

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. A copy of these records will be forwarded to Brisbane Public School.

Drills will be conducted more regularly when there are new children.

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.



The centre will maintain a fire blanket and smoke detectors and have them checked regularly as per the manufacturer's instructions. Smoke detectors will have batteries changed at the start of the financial year.

Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation.

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 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.

The 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.
- An alternative assembly area in case the first one becomes unsafe.
- List of items to be collected and by whom.
- List of current emergency numbers.
- Staff duties in the

emergency. Educators will be nominated to:

- Make the announcement to evacuate, identifying where and how.
  - Collect children's attendance records and parents' contact numbers.
  - Collect emergency services numbers.
- Take the mobile phone and make the phone call to 000 or other appropriate service, management and parents as required.
- Collect the emergency back pack containing first aid kit, asthma puffer, epipen and bottled water.
- Check that the building 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 Supervisor 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.

### **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 centre, or on an excursion, Educators will:

- Calmly and politely ask them to leave the centre 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 supervisor is unable to make the call another staff member 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 the situation arising and prompt them to contact police.
- Where possible educators must endeavour to calmly move the children away from the person and this may be achieved quickly with the use of another code phrase that will encourage word of mouth transmission between children to move quickly from the area to another safer environment without causing them alarm.
- No educator should attempt to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible and wait for the police.
- Educators should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the centre.

### **Acknowledgements:**

National regulation 97; Emergency and evacuation procedures

National Standard 2; 2.3.3. ("Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented".)

My Time, Our Place 1.1, 3.1, 4.2, 5.1 & 5.2

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|----------------------------------|---------------------------------------------------------------------|
| Document Author/Date:            | Network of Community Activities July 2012<br>Donna Burrows Aug 2012 |
| Reviewed by/Date:                | Management Committee March 2015                                     |
| Accepted by Management Committee | March 2015                                                          |
| Date for Next Review:            | Dec 2016                                                            |
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| Date for Next Review:            | February 2022                                                       |
| Accepted by Management Committee | February 2022                                                       |
| Date for Next Review:            | Feb 2025                                                            |

### **Review of Procedure**

**Referenced Standard:** Australian Standard AS 3745-2010 planning for emergencies in facilities

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| Document Author/Date: | Network of Community Activities July 2012<br>Donna Burrows Aug 2012 |
| Reviewed by/Date:     | Wormald -Fire Safety Training /Feb 2014                             |
| Annual Fire service   | Wormald -Fire Safety Training /June 2015                            |
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| Annual Fire Service   | Wormald -Fire Safety Training / June 2020                           |
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| Annual Fire Service   | Wormald -Fire Safety Training / Dec 2022                            |
| Annual Fire Service   | Wormald -Fire Safety Training / June 2023                           |
| Annual Fire Service   | Wormald -Fire Safety Training / June 2024                           |



The above procedure has been reviewed and was found to comply fully with the requirements in Australian Standard 3745-2010.

Please contact me if you have any questions regarding the review of procedures.

Regards

A handwritten signature in black ink, appearing to read 'S. Wainwright', written in a cursive style.

Steve Wainwright

Fire Safety Trainer - Wormald