



# MADGE SEXTON KINDERGARTEN

## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

### Policy 8: Emergency and Evacuation/Invacuation

**Rationale:** The centre will plan for and respond effectively to fire and emergency evacuations and invacuations. Evacuation may be required in the event of a fire, chemical spill, bomb scare, earthquake, gas leak, flood or bush fire. Invacuations (lock ins) may be required to keep (and get) people inside to keep them from perceived danger. Planning for and responding effectively to fire and emergency evacuations is important to ensure safety in children's centres.

#### Procedures:

To effectively plan and respond to fire and emergency evacuations and invacuations, the preschool will:

- **Identify potential emergencies**, e.g. bush fires, floods, crime, likely accidents in the centre, asthmatic or allergic children, take all precautions and plan for relevant worst case scenarios.
- **Have a fire extinguisher and fire blanket** readily accessible near areas where fires are likely to start, such as the kitchen. Ensure extinguisher is tested 6 monthly and is in good working order, clear fire exits, (all doors in centre should be easily opened in an emergency), install smoke detectors, test regularly, replace batteries when required.
- **Ensure all fire protection equipment is tested in accordance with Australian Standard AS 1851.1 (1995) for level 1 service** and kept in proper working condition.
- **Ensure all staff members are aware of the correct use of a fire extinguisher, the acronym PASS** can be used to train staff in using fire extinguishers:
  - Pull pin or release lock
  - Aim low at the base of fire
  - Squeeze handle
  - Sweep fire extinguishers from side to side at base of fire.
- Ensure escape routes and assembly areas are kept clear of obstruction at all times.
- **Evacuation assembly areas** are selected and familiar to all staff; (Determined by Nominated Supervisor)
  - Exit Oval Gate (meet to walk to School Oval)
  - School Oval (along Main Rd fence – marker indicates our space)
  - Exit Staff Room Rear Exit door (when oval gate is unsafe): go through to rear carpark and through first gate on school grounds to walking track path "Graduation Grove"
- On evacuation/invacuation nominated staff must collect "**evacuation/invacuation pack**" which consists of:
  - Nominated Supervisor's Mobile Phone (on shelf next to Director's Desk in labelled box)
  - Emergency keys (on shelf next to Director's Desk in labelled box)
  - Roll with children's names (Sign in sheet on sign in desk)
  - Children's contact details folder with pen (in sign in desk drawer) addresses, phone numbers, etc.
  - Visitors register (on sign in desk)
  - First aid kit (hanging up on hook near sign in desk exit)
  - Children's medication (Allergy buddy or in fridge) and health care plans (in Allergy buddy)
- **Display near all centre telephones current emergency telephone numbers** — Hospital, Ambulance, Public Health Unit, Police, Fire brigade, Poisons Information Centre
- **Develop, keep up to date, prominently display (in each room and at each main exit of the centre), fire and emergency evacuation/invacuation plan which includes:**
  - emergency warning alert regularly practiced and with which all centre staff are familiar
  - pre-planned evacuation procedure with which all centre staff are familiar
  - pre-planned designated meeting area which is accessible at all times
  - safe, quick, and calm evacuation of all children and staff
  - account for all centre children and staff
  - comfort any children in distress and treat any injuries
  - dial 000 for the fire brigade, ambulance and police
  - contact all parents
  - complete *Incident, Injury, Trauma and Illness* Report notify Department for Education of any serious incident within 24 hours
- **Relevant Practice emergency evacuation and invacuation procedures regularly with all children at least every 3 months (National Regulations)**, make it a game to reduce panic if emergency occurs, teach children "STOP, DROP, ROLL" - if their clothes catch fire and "GET DOWN LOW AND GO, GO, GO" - in case of a fire evacuation. **SCHEDULED EMERGENCY AND INVACUATION DRILLS can be viewed on Term Planners in Office above Director's desk.**
- **Keep a record of each practice** that includes an evaluation of the procedure and what action is to be taken if any, and keep these records for at least 2 years.
- **Ensure the safety and evacuation of all children and staff before trying to contain or extinguish a fire.** If the fire is small and you are nearby when it begins it may be appropriate to try to extinguish it or contain it by closing doors and windows, (only if it is not dangerous).
- **If a child is burnt**, run cold water over burnt part of body, or cover burn with towel soaked in cool water (not ice or ice water), be careful not to make the child hypothermic (too cold), and arrange for the child to be assessed by a doctor or call an ambulance, dial 000 (See Procedure for Calling an Ambulance).
- **Ensure counselling and debriefing services are available** for all those involved in an emergency situation, if required.

**Endorsed by Staff & Governing Council, August 2018 / To be reviewed: August 2019**

# EMERGENCY PROCEDURES

- Roll is marked at the beginning of session. Staff are informed of the number of children present. 2 staff members do head count.
- WHISTLE and AIRHORN are located by the main access door off the verandah (above fire extinguishers).
- FIRE BLANKET is located in kitchen.
- McLaren Vale Primary School's siren will blast continuously to alert School and Kindergarten staff that there is an evacuation procedure.
- A "panic button" is located in the Adult Toilet inside the Kindergarten, when pushed it sets off an alarm and alerts the McLaren Vale Primary School that we have an emergency and they will ring/come over.



## EVACUATION PLAN (internal threat)

- McLaren Vale Primary School's siren ringing continuously alerts us to emergency evacuation.
- KINDERGARTEN STAFF MEMBER WHO NOTICES EMERGENCY BLOWS WHISTLE CONTINUOUSLY TO ALERT STAFF AND CHILDREN.

### 1. OUTSIDE STAFF

- Outside staff (2 educators) move with children towards the designated oval exit gate or Staff Room Rear Exit door (when oval gate is unsafe): go through to rear carpark and through first gate on school grounds to walking track path "Graduation Grove"
- **Outside teacher** stays with children at oval gate.
- **Outside ECW**
  - collects shoe basket from near sandpit
  - checks the yard for children, including under slide platform, mud patch and behind rain water tanks
  - taking them to the oval gate.

### 2. INSIDE STAFF

- **Inside teacher** directs and takes all children to meeting point (oval exit gate or staff room rear exit door) after collecting:
  - Pet lizard
  - Roll with children's names (sign in sheet on sign in desk)
  - Children's contact details folder (in sign in desk drawer) with addresses, phone numbers
  - Visitors register (on sign in desk)
  - First aid kit (hanging up on hook near sign in desk exit)
- **Inside ECW** checks all rooms and collects:
  - Nominated Supervisor's Mobile Phone and emergency keys (in a labelled box on shelf next to Director's desk)
  - Children's medication (Allergy buddy or in fridge) and health care plans (in Allergy buddy)
  - \*dial 000 and alerts McLaren Vale Primary School (by pressing RED panic button inside adult toilet or calling on 83238741) when appropriate to do so.
  - Use fire extinguisher if appropriate

### 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. (Preferably by a staff member trained to use a fire extinguisher – Fire Warden.)

### MEETING POINT TO EXIT TO EVACUATION ASSEMBLY POINT:

- Nominated supervisor checks children by name from roll and confirms numbers.
- 2<sup>nd</sup> staff member double checks head count.
- Certified supervisor receives children through gate and gets children to line up in an orderly fashion.
- As a group, all children and staff move over to evacuation assembly point.
- Wait for clearance from authorities before returning to Kindergarten grounds.

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



## INVACUATION PLAN (external threat)

- McLaren Vale Primary School's siren ringing 2 on 2 off for at least 10 sequences alerts us to emergency invacuation.
- MSK STAFF MEMBER WHO NOTICES EMERGENCY SOUNDS AIR HORN CONTINUOUSLY TO ALERT STAFF AND CHILDREN.

### 1. OUTSIDE STAFF

- **Outside teacher & ECW:** direct and move with all children towards the designated inside meeting point (internal store room).
- **Outside "teacher":** checks for all children in outside yard, storage areas and verandah areas.
- **Outside ECW:** close and lock doors.

### 2. INSIDE STAFF

- **Inside teacher and ECW:** directs all children towards the designated inside meeting point (internal store room).
- **Inside ECW:**
  - collects portable first aid kit (located near entrance door), attendance lists (sign in roll), visitor's register, pen, children's contact details register (all on or in sign in desk) and Nominated Supervisor's mobile phone (kept in a labelled box on shelf next to Director's desk) and brings to inside storage room
  - collects children's medication (Allergy buddy or in fridge) and health care plans (in Allergy buddy)
  - close/lock windows and doors.
  - checks all rooms for children.
  - dial 000 and alerts McLaren Vale Primary School (by pressing green panic button inside adult toilet or calling on 83238741) when appropriate to do so.

### 3. OTHER STAFF/VOLUNTEERS

- Assist in directing children to meeting point (internal store room).

#### INSIDE STORE ROOM

- Nominated supervisor checks children by name from roll and confirms numbers (2<sup>nd</sup> staff member to check).
- Staff and children to whisper as roll is called.

Wait for clearance from authorities/school before returning to normal inside/outside play.

## EMERGENCY CONTACT NUMBERS

<b>AMBULANCE/POLICE/FIRE:</b>	<b>000</b>
<b>POLICE PATROL:</b>	<b>131 444</b>
<b>NOARLUNGA HOSPITAL:</b>	<b>8384 9222</b>
<b>HEALTH DIRECT:</b>	<b>1800 022 222</b>
<b>POISONS INFORMATION CENTRE:</b>	<b>131 126</b>
<b>MCLAREN VALE PRIMARY SCHOOL:</b>	<b>8323 8741</b>
<b>DEPARTMENT NOARLUNGA OFFICE:</b>	<b>8207 7146</b>