

7.1 Emergency Equipment and Facilities Policy

Personal safety and security of children, educators, volunteers and all persons on the premises, are of prime importance whilst in attendance at the service. The service therefore takes a proactive approach to managing emergencies, developing emergency procedures and equipping educators and children with sound knowledge of them.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Duty of Care
- Work Health and Safety Act 2011, Building Fire Safety Regulation 2008
- Family and Child Commission Act 2014
- National Quality Standard, Quality Area 2 – Children’s health and safety
- Policies: 4.1 – General Health and Safety, 6.1 – Space and Facilities Requirements, 6.3 – Workplace Health and Safety, 7.2 – Drills and Evacuations, 7.4 – Fire Safety Compliance.



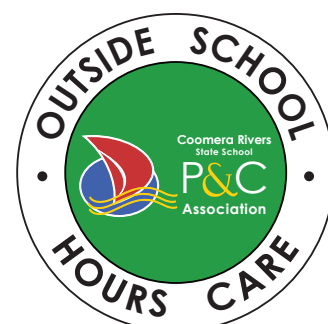
Procedures

Smoke alarms are fitted in each room and the Coordinator (or a delegate) will test them regularly in accordance with the manufacturer’s instructions.

Service management in conjunction with the Health and Safety Representative (see Policy 6.3 – Workplace Health and Safety) will be responsible to ensure that:

- The alarm bell or warning system for an emergency is kept in good working order and tested regularly;
- At each exit of the indoor areas accessed by the service, doors can be easily opened, are clearly sign-posted, and that emergency and evacuation floor plans and instructions are prominently displayed near each of these exits; and
- Fire extinguishers and fire blankets are properly installed, clearly sign posted and maintained at the premises and educators have basic training in their usage.

The service calls upon the advice of the Queensland Emergency Services or other appropriate authority, for information on the appropriate measures required to comply with this this policy.



7.2 Drills and Evacuations Policy

The service acknowledges the need to ensure that educators and children are aware of, and understand, evacuation and other procedures in the case of an emergency. The service therefore takes a proactive approach through the regular implementation of practice drills and evaluation of the procedures followed.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Duty of Care
- Work Health and Safety Act 2011
- Family and Child Commission Act 2014
- National Quality Standard, Quality Area 2 – Children’s health and safety
- Policies: 6.3 – Workplace Health and Safety, 7.1 – Emergency Equipment and Facilities, 7.4 – Fire Safety Compliance, 8.10 – Employee Orientation and Induction.



Procedures

The Coordinator will work collaboratively with the community and relevant authorities to identify events that may occur at the service which require an evacuation (e.g. fire, bomb threat, storm, intruder etc.), and to conduct a risk assessment for each of these events.

Evacuation instructions for what must be done and a floor plan to follow in case of an emergency event, will be prominently displayed near each exit of each room utilised at the service. Evacuation plans will be child friendly and displayed at child height. Educators must ensure that all exits are kept clear and unlocked to enable a quick departure. This will be included on the daily safety checklist. Any comments or issues relating to these preventative measures will be noted on the checklist and brought to the attention of the Coordinator.

Emergency evacuation and lockdown procedures will be rehearsed and documented at least once a term for Before and After School Care and each Vacation Care program. Each term the drills will be scheduled to occur on different days of the week so that all educators and children are familiar with the procedures.

Emergency telephone numbers will be clearly displayed within the service.

For each emergency situation, educators will have access to a telephone outside of the room.

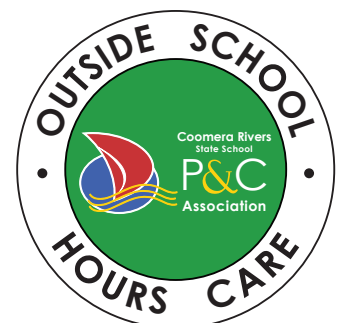
In an emergency evacuation situation, the educator who first discovers the emergency will sound the alarm.

The Coordinator, or in her/his absence the Responsible Person-in-Charge for that session will take charge of the situation and/or delegate others to:-

- Telephone the relevant emergency number;
- Check and evacuate all rooms including the toilets, storage rooms and near-by buildings on the premises;
- Collect daily roster to account for all employees;
- Collect sign-in sheets and parent contact numbers;
- Collect first aid kit and emergency evacuation kit;
- Close and secure all doors and windows if only if safe to do so;
- Once at the designated assembly area, check the roll to make sure that all children and staff are accounted for; and
- Notify parents, the Approved Provider and the Regulatory Authority.

Attempts to extinguish fires will occur only when the room is evacuated, if the fire is very small, and the person trained in using the extinguisher is in no immediate danger.

No one will re-enter, nor be permitted to re-enter, a building in which there is or has been a fire, under any circumstances, unless and until the emergency service advises that it is safe to do so.



Policy Group 5: Food and Nutrition\

Bomb Threat

In the event of a bomb threat, the following information will be recorded by the person who answers the call, on the 'bomb threat checklist' (see 7.2.1):

- Time and date of the call;
- The wording of the threat; and
- Other specific details.

DO NOT hang up the phone, and without alerting the caller, indicate for another person to use a separate phone to call police to report the threat.

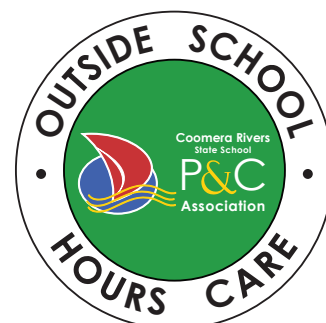
Implement an evacuation of the building according to the services' emergency evacuation procedure.

When safe to do so, complete an incident report on the situation, and notify the Approved Provider and Regulatory Authority.

Evaluation

An 'evacuation drill evaluation form' (see 7.2.2) is to be completed by the Coordinator or Health and Safety Representative as soon as possible after the drill.

Issues identified through this evaluation will be discussed at the next team meeting and referred to management. Feedback should also be provided to the children.



Policy Group 7: Emergencies

7.2.1 Bomb Threat Checklist

This form relates to the Emergency Drills and Evacuations Policy

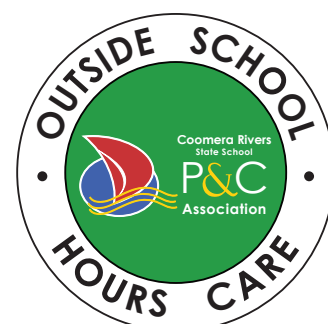
1. Initial Actions—date:

Time of call: am/pm	DO NOT HANG UP—KEEP CALLER TALKING
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2. Exact Wording of Threat

3. Questions to Ask

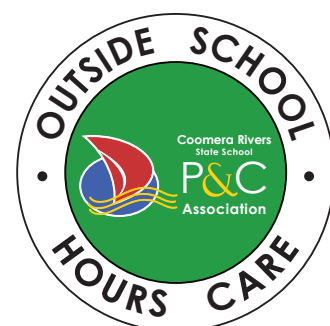
When is the bomb going to explode?
Where exactly is the bomb?
When did you put it there?
What kind of bomb is it?
What will make the bomb explode?
Did you place the bomb?
Why did you place the bomb?
What is your name?
Where are you?
What is your address?
4. LISTEN FOR:
VOICE accent / impediment / tone / speech / diction / manner
LANGUAGE polite / incoherent / irrational / taped / read out / abusive
NOISES traffic / voices / machinery / music / noises on the line
OTHER gender of caller / estimated age
5. AFTER THE CALL:
Note the time at the end of the call: am/pm
Name of recipient (print):
Signature: date:
REPORT THE CALL TO YOUR SUPERVISOR/COORDINATOR IMMEDIATELY
CALL THE POLICE



7.2.2 Evacuation Drill Evacuation

Date of drill			
Start and finish time			
Type of evacuation	FIRE	LOCKDOWN	OTHER
Educators involved			
Number of children (see attached sign in sheet for names of children in attendance)			

Action	Yes/No	Comments
<u>Educators</u>		
Were all educators informed of the upcoming drill?		
Was the procedure clearly displayed?		
Did all educators understand their particular roles and duties?		
Were there any points of the drill that were unclear?		
Were any occupational health and safety issues noticeable during the drill, e.g. hazards		
Were children adequately supervised and ratios maintained?		
Were directions given to children in a clear and precise manner?		
Is there anything that can be improved for the next drill?		
<u>Children</u>		
Were all children informed of the upcoming drill?		
Was the procedure clearly displayed?		
Did the children understand the reason for carrying out the drill?		
Did children understand the directions given by educators?		
Did children follow directions given by educators?		
Did children experience any difficulties?		
Were any children upset by the experience? If so, why?		
Feedback provided by the children after the drill?		
Evaluation		



7.3 Harassment and Lockdown Policy

The service acknowledges the need to ensure that educators and children are aware of, and understand, evacuation, lockdown and other procedures in the case of an emergency. The service therefore takes a proactive approach through the regular implementation of practice drills and evaluations.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Duty of Care
- Work Health and Safety Act 2011
- Family and Child Commission Act 2014
- Child Protection Act 1999 and Regulation 2000
- National Quality Standard, Quality Area 2 – Children’s health and safety
- Policies: 6.3 – Workplace Health and Safety, 7.1 – Emergency Equipment and Facilities, 7.2 – Drills and Evacuations, 7.4 – Fire Safety Compliance, 8.10 – Employee Orientation and Induction.



Procedures

In the event of harassment or unauthorised persons refusing to leave the premises the Coordinator, or in their absence, the Responsible Person in Charge will initiate the following drill:

- The educator or child (if appropriate) being harassed, or the closest observer of the child or other educator being harassed, will give a prearranged signal, which is made known to all educators, to begin the drill (e.g. code word, special song);
- The Coordinator or other person, who receives the signal, will calmly and quietly inform other educators of the need to move the children to an identified safe place. If the threat is inside, children will be escorted outside by educators to a designated safe place. If the threat is outside then children will be escorted inside by educators; and
- The Coordinator/Health and Safety Representative, will immediately obtain and if possible record relevant information (e.g. physical descriptions, car registration etc.) on a service incident report;

An educator will witness and provide back-up for the Coordinator/Responsible Person in Charge but only if it does not place that person in a position of unacceptable risk or harm to themselves, to any child or to others.

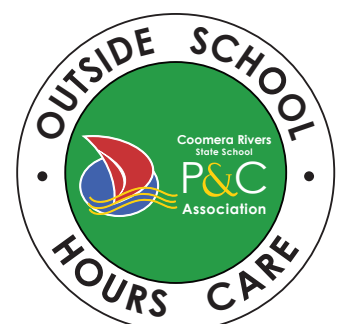
In the event of an internal threat (intruder, bomb and/or behaviour issue) where children are to be escorted to an outside area, once the prearranged signal has been acknowledged:

- An educator will telephone the relevant emergency number;
- An educator will check and evacuate all rooms including the toilets, storage rooms and near-by buildings on the premises;
- An educator will collect sign-in sheets and parent contact numbers; and
- An educator will close and lock all doors and windows (only if appropriate and able to do so);

Once at the designated assembly area, an educator will check the roll to make sure that all children and educators are accounted for including children who have already been signed out and have been collected.

In the event of an external threat (storm, intruder, fire, bomb, gas leak) where children are to be escorted inside, once the prearranged signal has been acknowledged, the following drill will be initiated:

- Educators will calmly and quietly move the children to safety inside the room, checking the toilets, storage rooms and near-by buildings;
- All doors, windows and curtains will be shut and locked (if safe to do so);
- An educator will check the roll to make sure that all children and educators are accounted for including children who have already been signed out and have been collected; and
- Educators will encourage children to sit quietly.



Policy Group 5: Food and Nutrition\

During all rehearsals, and/or in an actual emergency event, educators are to calm the children and provide them with appropriate support.

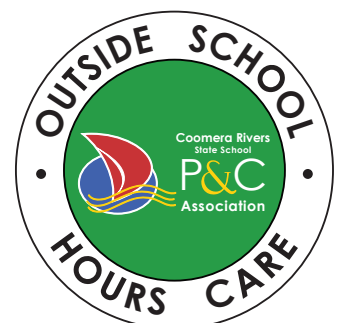
The Coordinator or Person-in-Charge at the time of an actual event will call 000.

No one will leave, nor be permitted to leave, the identified evacuation or lockdown area until the Coordinator is satisfied that it is safe to do so.

At no time will educators try to physically remove an unwanted visitor.

All threatening situations will be evaluated as soon as possible after the event and any necessary modifications or enhancements to these procedures made accordingly.

Notification will be given to the Approved Provider and the Early Education and Care Office (the Regulatory Authority in Queensland)



7.4 Fire Safety Compliance Policy

In order to ensure the safety and wellbeing of children, families and educators, the service recognises the need to ensure that systems, equipment and premises comply with the regulatory requirements in relation to fire safety. Management will ensure educators are aware of their responsibilities in relation fire safety.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Duty of Care
- National Construction code 2011 - Building Code of Australia, volume 1 (class 1 – 9 buildings)
- Fire and Rescue Service Act 1990, Building Fire Safety Regulation 2008
- National Quality Standard, Quality Area 2 – Children’s health and safety
- Policies: 6.3 – Workplace Health and Safety, 7.1 – Emergency Equipment and Facilities, 7.2 – Drills and Evacuations, 8.10 – Employee Orientation and Induction, 10.9 – Risk Management and Compliance.

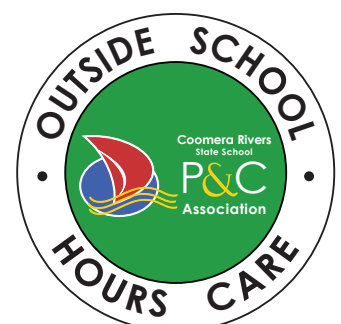


Procedures

Management will ensure that the premises used for the service are compliant with Building Fire Safety Regulations 2008 (Queensland).

The Coordinator and/or Health and Safety Representative will be responsible to:

- Keep emergency exits clear and unlocked at all times while the service is operating;
- Ensure emergency evacuation signs and posters are displayed, including a site map showing the position/location of the building on the grounds, the assembly points and the routes to them;
- Have a developed evacuation procedure with allocated tasks for educators;
- Conduct emergency evacuation drills every 3 months;
- Ensure fire safety equipment is maintained regularly.



7.5 Extreme Weather Policy

The service acknowledges that extreme weather conditions could pose significant risk to children and educators attending the service during operating hours therefore precautions to ensure the health and wellbeing of children and educators will be implemented. Extreme weather conditions may include excessive heat, bushfires, cyclones, torrential storms, floods, hail and/or snow storms.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and Regulations 2011
- Duty of Care
- National Quality Standard, Quality Area 2 – Children’s health and safety
- Policies: 3.1 – Educational Program Planning, 3.3 – Educator Practices, 3.7 – Physical Activity, 3.12 – Sustainability Practices, 4.8 – Sun Safety, 6.5 – Use and Maintenance of Air Conditioning, 7.1 – Emergency Equipment and Facilities, 7.2



Procedures

In relation to extreme weather events, the service will take its lead predominantly from the school, weather warnings and forecasts. Therefore if the school in which the service is located is closed, the SAC service may also be closed.

The Coordinator will be responsible to ensure that the heating and cooling requirements of the service are adequate and maintained at an acceptable temperature.

In the case of extreme weather events and possible power outages, the Coordinator will ensure an ‘emergency/storm pack’ including a torch, batteries, a small radio and drinking water is readily accessible to educators. The Coordinator will ensure the service mobile phone is accessible to educators, when required.

The Coordinator will ensure that risk assessments are conducted for identified extreme weather events with control measures identified. Educators will be required to read and sign all risk assessments.

During times of hot weather, educators and children will be encouraged to:

- Follow the service’s Sun Safety Policy by wearing sun smart clothing, a broad brimmed hat and applying sunscreen;
- Drink fluids more frequently throughout the session, particularly cold water;
- Keep cool by wrapping a bandana or washer around their neck or using a mist bottle to spray themselves;
- Staying indoors, preferably in an air-conditioned or well-ventilated building with fans and open windows; and
- Limit strenuous outdoor activities by conducting games and activities indoors or in shaded areas outdoors.

During times of inclement weather, educators and children will be encouraged to:

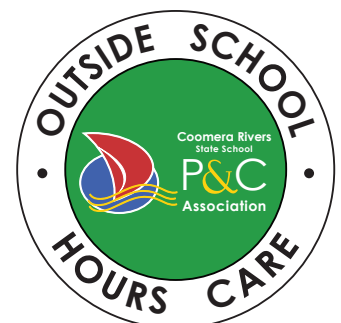
- Conduct games and activities indoors or in an undercover area outdoors.

If an extreme weather event occurs during service operating hours, the Coordinator will:

- Monitor the situation using local radio or other social media; and
- Ensure educator and children’s safety by remaining indoors or in an area that is deemed safe (as per Lockdown Policy 7.3).

If, during normal operating hours, closure of the service is expected as the result of an extreme weather event, the Coordinator will:

- Contact the Approved Provider to notify them of the situation;
- Contact families to arrange collection of their child when safe to do so; and
- Ensure the Regulatory Authority (<https://closures.earlychildhood.qld.gov.au>) are notified of closure as soon as practicable.
- Conduct emergency evacuation drills every 3 months;
- Ensure fire safety equipment is maintained regularly.



7.6 Emergency Closure Policy

The service may be required to close in the event of an emergency as declared by local, state or federal government and/or their relevant departments.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act (2010) and Regulation (2011)
- National Quality Standard, Quality Area 2 – Children’s health and safety



Procedures

Children and families

If children are being educated and cared for at the service, families will be contacted to collect their children.

If families are unable to collect their children, alternative arrangements should be made with emergency contacts.

Fees for unused sessions of care as a result of the declared emergency will be waived.

Educators

Once educators/staff members have made provision for the children’s safety and wellbeing during the declared emergency, they should attend to their personal safety and wellbeing needs. Educators/staff members may be able to attend to their personal needs sooner if deemed practical. This may mean leaving the service early to get home if their route home is going to be effected by the emergency.

Permanent employees shall be paid as per their usual working hours for periods of declared emergency for up to 2 days.

Additional time may be taken from relevant leave accruals.

The Approved Provider will not be obligated to pay casual employees for unattended shifts during the declared emergency.