

# Emergency Management, Lockdown and Evacuation Policy

## Purpose

Personal safety and security of children, staff and volunteers (all persons on the premises) are of prime importance whilst in attendance at Peak Sports and Learning. The Service therefore takes a proactive approach to managing emergencies, developing emergency procedures and equipping staff and children with sound knowledge of them. Peak Sports and Learning seeks to protect children and staff from harassment by all persons.

## Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
National Regulations: Regulations – 97, 98, 168	QA2, 2.2.1, 2.2.2, 6.2.3	<ul style="list-style-type: none"> <li>- Incident, injury, trauma and illness policy.</li> <li>- Delivery and Collection of Children Policy</li> <li>- Supervision of Children Policy</li> </ul>	

## Emergency Management

### Procedures

- Risk assessments are conducted annually or if required sooner to identify potential emergencies relevant to the venue.
- Ensure a risk assessment occurs prior to excursions.
- Evacuations maps and procedures will be clearly displayed on all exits.
- Emergency evacuation procedures and lockdown rehearsals will be carried out at least twice a term and at the beginning of each Vacation Care program. This drill will occur on different days of the week so that all staff and children are familiar with the procedures.
- Emergency telephone numbers will be clearly displayed within the Service.
- Staff will have access to a centre mobile telephone to take outside of the service and Responsible Persons will carry their personal mobile phone as a backup.
- Each centre will have an Emergency & Evacuation folder at the service that is easily accessible on the sign on table.
- Each centre will have an emergency evacuation kit.
- Risk minimisation plans, emergency procedures and recovery measures will be developed for potential emergencies.
- The above prevention measures will be implemented and recorded stating the date, time, and any comments and signed by the Nominated Supervisor or Responsible Person.
- Where evacuation to the designated assembly area is not suitable, an alternate location will be identified in the immediate community. This will be displayed on Evacuation maps.
- Smoke alarms are fitted and the Nominated Supervisor or School (or a delegate) will test them regularly in accordance to the manufacturer’s instructions.
- Fire extinguishers, fire blankets and other emergency equipment are available and the Nominated Supervisor or School (or a delegate) will test them regularly in accordance to the manufacturer’s instructions.

## **Responsibilities**

### Nominated Supervisor or Director (or in their absence the Responsible Person)

- Assume responsibility for the development and implementation of risk management plans, emergency procedures and recovery measures for potential emergencies.
- Ensure a risk assessment occurs prior to excursions.
- Ensure that health and safety information and a training is part of the induction and ongoing professional development strategy for all educators.
- Ensure that emergency evacuation and lockdown procedures are rehearsed, documented and evaluated twice per term so children are well rehearsed in emergency procedures.
- Identify anything that could reasonably produce an emergency situation and ensure that resources are available to enable the implementation of emergency plans.
- To ensure all new educators to the centre complete a site induction.
- Ensure that at any time the service is operational at least one educator who holds a current approved first aid qualification, and at least one educator who has undertaken anaphylaxis management training, and at least one educator who has undertaken emergency asthma management training is in attendance and available. The same person may hold one or more of these qualifications.
- Ensure there is an alarm bell or whistle for sounding warnings of an emergency, which is kept in good working order, and tested regularly.
- Peak Sports and Learning has appropriate fire extinguishers that are properly installed and maintained and that staff have basic training in the use of the fire blankets and fire extinguishers kept at the venue.

### Educators

- Adhere to Emergency Management, Lockdown and Evacuation Policy.
- To ensure when working at a centre they are aware of evacuation maps and instructions as displayed on doors.
- Participate in emergency drills.
- Implement emergency evacuation/lockdown procedures to ensure the welfare of children, families and educators.
- Complete daily opening hazard identification checklist to scan the environment before children and families enter the education and care service. Educators will identify any potential hazards and note these on the checklist, rectifying any risks immediately where possible. Any identified hazards that cannot be immediately removed or rectified must be reported to the Nominated Supervisor or Director immediately.
- Not put themselves or others at risk at any time when seeking to reduce or remove potential hazards.

### **Contacting Emergency Services**

- All staff are to remain calm and call triple zero (000) from a safe place and request appropriate service police, ambulance or fire brigade.
- Ensure location details are specific including street, suburb and nearest cross street
- Do not hang up until the operator advises.

## Evacuation Procedure

Evacuation is required when any sort of emergency requires vacating the service premises.

Emergency evacuation maps and procedures will be clearly displayed near the entrance of each room at Peak Sports and Learning. Staff are to ensure that all exits are kept clear and unlocked to enable a quick departure.

In an emergency situation, the staff member who first discovers the emergency will sound the alarm bell – **5 loud sharp whistles blows**.

The Nominated Supervisor, or in their absence, the Responsible Person will take charge of the situation and delegate staff to:-

- Telephone the relevant emergency number;
- Check and evacuate all rooms including the toilets, storage rooms and near-by buildings on the premises;
- The Responsible Person will determine which emergency evacuation point will be used depending on the nature and position of the emergency.
- Collect tablet/device, centre mobile phone, sign-in sheets, first aid kit and any medications where necessary;
- Close all doors and windows (only if able) to help to contain the area (if relevant);
- Evacuate the children using the safest exit route to the Assembly Area.
- Once at the designated assembly area, check the roll to make sure that all children and staff are accounted for.
- 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.

## Lockdown

In some emergency situations the centre and occupants may be required to be 'locked down' to prevent unauthorized access.

In the event that an unauthorised person arrives to collect a child or children, the Responsible Person will:

- Explain our Delivery and Collection of Children Policy and our legal obligation to follow court orders and/or our duty of care to all children in our care.
- Educators should remove the child from the area immediately where possible.

In the event that an unauthorised person enters the premises, the Responsible Person or Educator will:

- Immediately question the unauthorised or unknown persons purpose of their visit.
- Where the purpose is not reasonable or adequately explained it will be requested that they leave the premises.

Where an unauthorised person does not leave the premises or is uncooperative or aggressive the Responsible Person will initiate the following steps to lockdown the service:

- The staff member or child (if appropriate) being harassed, or the closest observer of the child or other staff member being harassed, will give a signal, to begin the drill;

- The Supervisor, or other person who receives the signal, will sound the alarm bell – **5 loud sharp whistles blows.**
- The Supervisor will immediately obtain and if possible, record relevant information e.g. physical descriptions, car registration etc;
- A staff member will witness and provide back-up for the Supervisor, 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;
- At no time will staff try to physically remove an unwanted visitor.
- A staff member will telephone the relevant emergency number for police Ph. 000 to advise them of the situation;
- A staff member will check and evacuate all rooms including the toilets, storage rooms and near-by buildings on the premises to ensure all children are secure;
- A staff member will close and lock all doors and windows (only if appropriate and able to do so);
- A staff member will collect sign-in sheets and electronic tablet and ensure all children and staff are accounted for;
- During all such drills and lockdowns, staff are to calm the children and provide them with suitable games and activities as far as reasonably possible.
- Where the immediate area cannot be locked down, the Responsible Person may initiate an evacuation to the nearest assembly area or the nearest available secure location.
- Once at the designated assembly area, a staff member will check the roll to make sure that all children and staff are accounted for.
- No one will leave, nor be permitted to leave, the area until the Supervisor is satisfied that it is safe to do so or where police have been called, no one will leave until police arrive.
- All threatening situations will be evaluated as soon as possible after the event and any necessary modifications or enhancements to these procedures made accordingly.

## Shelter in Place

In some emergency situations the centre and occupants may be required to conduct the same lockdown procedure without the threat of unauthorised access, but rather a threat to safety. This is in the scenario as such events like a serious weather event, storm, bushfire smoke.

In this scenario:

- The Supervisor, or other person delegate to the duty, will sound the alarm bell – **5 loud sharp whistles blows.**
- A staff member will telephone their Service Support Manager or a Director to advise them of the situation.
- If a serious emergency, the Supervisor will call Ph. 000 to advise them of the situation;
- Emergency procedures are available at the centre for all types of emergencies.
- A staff member will check and evacuate all rooms including the toilets, storage rooms and near-by buildings on the premises to ensure all children are secure;
- A staff member will close all doors and windows (only if appropriate and able to do so);
- A staff member will collect sign-in sheets and electronic tablet and ensure all children and staff are accounted for;
- During all such drills and lockdowns, staff are to calm the children and provide them with suitable games and activities as far as reasonably possible.
- No one will leave, or enter the area until the Supervisor is satisfied that it is safe to do so.
- Parents and Carers will be contacted for any alternative collection procedures where necessary.

### Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2014	March 2018	Directors	Amendments to procedures as needed annually.
2	March 2018	March 2020	Directors	Version Control table introduced. Rewritten and edited to reflect 2018 updated Quality Standards.
3	March 2020	April 2022	Directors	Updated policy to include introduction of emergency evacuation kit and folder. Moved in line with new policy review timeline.
4	April 2022	April 2024	Directors	Introduction of Shelter in Place