District Council of ROBE

Robe Child Care on Wheels Service
Nurturing our future.

ROBE CHILD CARE ON WHEELS SERVICE

EMERGENCY EVACUATION PROCEDURE

Responsible Officer:	*Manager Childcare Services*
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Relevant Regulations:	EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS S. 2A Paramount consideration—safety, rights and best interests of children S. 165 Offence to inadequately supervise children S.174 Offence to fail to notify certain information to Regulatory Authority 4 Definitions "multi-storey building" and "storey" 12 Meaning of serious incident 97 Emergency and evacuation procedures 98 Telephone or other communication equipment 99 Children leaving the education and care service premises 136 First aid qualification 168 Education and care service must have policies and procedures 170 Policies and procedures must be followed 171 Policies and procedures to be kept available 175 Prescribed information to be notified to regulatory authority

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National Quality Standards (NQS:	QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY 2.2.1 Supervision- At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard 2.2.2Incident and emergency management-Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented QUALITY AREA 7: GOVERNANCE AND LEADERSHIP 7.1.2 Management Systems- Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe. 7.1.3 Roles and Responsibilities- Roles and responsibilities are clearly defined and understood and support effective decision-making and operation of the service.

Related Policy: *Emergency Evacuation Policy*

Emergency and evacuation situations in early education and care services may arise for a variety of reasons, often suddenly and unexpectantly. It is vital that if an emergency arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Working in conjunction with the *Emergency Evacuation Policy*, this procedure provides detailed steps for educators to confidently manage emergency situations effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

STEP 1: DURING AN EVACUATION		
1	Chief Warden/incident manager (nominated Supervisor/responsible person) makes the final call for an evacuation/lock down/shelter-in place response. (This person will be referred to as Chief Warden throughout this procedure).	
2	Chief Warden will activate the Service's *Emergency Management Plan*	
3	Chief Warden will: • contact emergency services on 000 stating name and address of the education and care service and the nearest cross street • state reasons for evacuation, phone contact number and number of children and adults evacuating • liaise with emergency services for further instructions	
4	Educator (or designated staff member) moves through the premises continually blowing the whistle or calling out the secret code - **CODE BLACK** if there is a lockdown and stating the designated assembly point	

5	Educators and staff will: • remain calm and reassure children • lead children to designated assembly point • assist with the movement of babies, young children and any non-ambulant children (see *Step 2: Evacuating infants and non-ambulatory children* below) • search building/premises for children and/or visitors	
6	Designated educator/staff member will: • collect child sign in sheets • collect staff sign-in sheets • collect visitor sign-in sheets	
7	The designated educator will use sign-in sheets to check that all children, staff and visitors are accounted for when assembled at designated location and respond to any direction given by the Chief Warden	
8	Educators will support and supervise children until the service is cleared by emergency services	
9	Designated Resource Officer/First aid officer will: • collect Emergency Evacuation Kit • collect portable First Aid Kit • gather copies of Medical Management Plans and required medication • check room for children and adults while collecting these items • close all windows and doors as you move through the service, if possible • shut off power, gas and water as required • attend assembly point • ensure support personnel have completed delegated tasks • once children are safely evacuated, administer first aid if required • respond to any direction given by the Chief Warden	
10	Chief Warden will: • respond to requests from emergency services personnel • confirm when evacuation/lockdown is completed	

	• provide information to other staff members to contact families when it is safe	
11	Management/Communications officer will: • communicate information to staff, children and visitors as appropriate • provide instructions to parents/families as required • contact parents/families as requested by the Chief Warden • keep accurate records of children that may be collected by families during the evacuation	

STEP 2: EVACUATING INFANTS AND NON-AMBULATORY CHILDREN		
Educators will:		
1	use emergency equipment to assist with infants and non-ambulatory children. Emergency equipment used at our Service include: • Evacuation Trolley • Prams if needed	
2	assess children's developmental milestones and physical mobility during emergency evacuation rehearsals to ensure children who cannot walk independently or require assistance will be identified and prioritised for evacuation in an emergency situation	
3	ensure weight restrictions and maximum capacity requirements are maintained at all times when using emergency equipment during an emergency evacuation	
4	use pre-planned routes for emergency evacuations, using ramps and paths	
STEP 3: INFORMING FAMILIES OF AN EVACUATION		
1	Chief Warden will contact parents, guardians, or emergency contacts to inform them of the emergency incident. They will also advise whether children can be collected from the designated assembly point or, if permitted, from the Service once it is safe to re-enter.	
2	Educators will keep a record of the time parents/guardians are contacted and the name of the person spoken with	
3	Sample phone/email communication: *We want to inform you that due to [reason for evacuation, e.g., a fire alarm activation], the children and staff have safely evacuated the Service. All*	

	children are accounted for and are currently at our designated emergency assembly point at [location name]. *You are welcome to collect your child from this location. Please check in with a staff member upon arrival so we can ensure a smooth and safe dismissal.* *We will continue to provide updates as needed. If you have any questions, please contact us at [contact number].*	
4	As children are collected by parents or emergency contacts, educators will ensure sign out records are accurately documented, including: • date of collection • time of collection • name of person collecting the child (if verbal authorisation has been provided ensure this is documented and written authorisation obtained at a later date)	
5	The approved provider/nominated supervisor will liaise with emergency services to determine if the Service must remain closed. They will communicate any necessary updates to parents and guardians as required.	

STEP 4: FOLLOWING AN EVACUATION		
Management will:		
1	send families a letter confirming the evacuation and procedures implemented (*Emergency Evacuation Rehearsal Letter to Families)*	
2	if the Service cannot continue to operate, notify families when it is safe to return and alternative options for education and care in the area	
3	complete the *Emergency Evacuation Record*	
4	notify the regulatory authority ESB (within 24 hours) by completing the CCCFR Incident Notification form and send it to the CCCFR inbox Community Child Care Fund Restricted Grant - Incident Notification Form	
5	liaise with any attending emergency service for debrief and feedback on emergency procedure	
6	organise counselling for children and staff if required, to support emotional well-being following the evacuation	