

Introduction

This procedure provides guidance to plan, act and recover in the event of an emergency. The key to a successful emergency response is preparation. This procedure should be read alongside *C&K Emergency Action Flip Chart*.

Definitions

Emergency evacuation	Immediate and urgent movement of people away from a threat or actual occurrence of a hazard (e.g. fire, approaching weather system etc.).
Lockdown	Action taken when there is a perceived or imminent threat to the life, safety or wellbeing of children and adults from an internal or external source. Children, staff and visitors must stay within nominated lockdown area. An imminent threat may include extreme weather, a toxic / chemical spill, a dangerous and / or threatening person / animal or an unidentified external disturbance.

Responsibilities

Staff

- Read and understand site emergency procedures and protocols.
- Undertake your responsibilities in an emergency.
- Complete annual *C&K Mandatory Fire Training*.
- As applicable to your position, maintain a current approved First Aid, CPR, Asthma and Anaphylaxis certifications as per *Procedure First Aid*.
- Participate in emergency drills and when requested, contribute to drill evaluations.

Nominated Supervisor/ Director/ Manager

- Ensure children, staff and visitors are familiar with emergency procedures (including how an alarm will be raised, exits and assembly points).
- Regularly review emergency evacuation procedures at staff meetings to ensure that staff are aware of the true assembly point in an authentic evacuation, especially if it differs from the assembly point in a drill.
- During induction, ensure new and relief staff know the location / have access to keys for locked gates.
- Keep emergency exits and exit paths clear.
- Maintain appropriate records in a Fire / Emergency Folder and keep in a secure place on site.
- Every six months (January and July) scan the contents of the fire / emergency folder and upload to Kidsoft.
- Ensure new staff complete the *Form Fire and Evacuation Instruction Record* within two (2) days of commencing work.
- Complete *Form Annual Fire and Emergency Audit* annually in July.
- Annually send the completed *Form Occupier Statement* to the *Queensland Fire and Rescue Commissioner*, within 12 months of the day of the earliest test recorded via mail (QFES Community Safety Office) or email Occupier.Statements@qfes.qld.gov.au

Fire / Emergency Folder contents

- A copy of this procedure.
- A copy of the evacuation plan (refer to *Form Fire and Evacuation Plan*).
- A copy of the emergency evacuation diagram.
- A copy of the **Fire Safety Installation Checklist** (*Building Fire Safety Regulation 2008*).
- Site specific emergency risk assessments.
- Completed *Form Emergency Drill Evaluation Record*.
- Certificate of classification exemption letter (government owned buildings only).
- Completed *Form Occupier Statement*.
- Completed *Form Fire and Evacuation Instruction Records*.
- Staff fire equipment / emergency training records.
- Emergency equipment testing / maintenance records.
- Building approval documents.
- Completed *Form Annual Fire and Emergency Audit*.

Maintain premises

- Ensure gutters, drains and downpipes are cleared regularly. This task must not be completed by staff. To complete this task, submit a MEX request (branch) / arrange contractor (affiliate).
- Maintain gardens and ensure property is clear of excess flammable material or rubbish. Old or broken furniture and equipment should be removed in a timely manner.

Emergency bag

- Ensure an emergency bag is accessible near emergency exits.
- Determine the appropriate number of emergency bags required for your building (i.e. one (1) bag per room).

Emergency Bag contents

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| • Emergency contacts (children and adults) | • Wipes |
| • Bottle of water | • Nappies (if applicable) |
| • Disposal cups | • Tissues |
| • Sunscreen | • Long life food (e.g. crackers). Monitor expiry dates |
| • Gloves | • Door signs (refer to section 6 of this procedure) |
| • Keys for locked gates | |
| • Copy of medical management plans | |

Facilities Team

- The Facilities Team receives emergency event warnings (e.g. cyclones, storms, flood, fire and heat) from the *Early Warning Network (EWN)* service and will determine centres in the path of the forecasted event, and where safe, will implement preventative actions.
- If applicable, the Facilities Team will appoint contractors to remove / re-install shade-sail at branch centres. This task must not to be completed by staff.

Emergency risk assessments

- Identify and plan (via a risk assessment) for potential emergencies relevant to your centre and location. For example, if your centre is in a flood prone area, undertake and document a risk assessment for a flooding event.
- At a minimum, all centres are required to undertake and document a risk assessment for a potential building fire and lockdown emergency. Templates available in the risk assessment library can be adapted.
- Risk assessments should address possible communication barriers between staff and rooms during an emergency.

Emergency drills

- Every three (3) months, a minimum of one (1) evacuation drill and one (1) lockdown drill must be conducted, evaluated and documented via Form Emergency Drill Evaluation Record.
- Vary drill days to ensure all children, staff and regular visitors are familiar with emergency procedures.
- C&K staff are not permitted to take children offsite to an external assembly point without obtaining prior parent permission for each drill.
- Ensure children, staff and regular visitors are familiar with the location of the true assembly point, if it differs to the practice assembly point (e.g. emergency assembly point is external to the property but for drill purposes stakeholders remain within the grounds).
- Parents / guardians must be notified after a drill has been completed.

Emergency evacuation plan

- Document an emergency evacuation plan via *Form Fire and Evacuation Plan*.
- Where a centre is located on school grounds, the plan must be reviewed annually with appropriate school personnel. The plan should detail communication strategies during an emergency. A combined drill should be practiced annually.
- The number of displayed emergency evacuation maps will depend on building size and layout and the number of doorways and evacuation routes.
- When choosing an emergency assembly point consider the distance from the building, possible hazards (e.g. roads, fenced boundaries), and access for all (e.g. cot or wheelchair access). Identify an alternate assembly point in the event the primary location is unsafe.

Emergency evacuation diagrams

- Display near each emergency exit / doorway.
- Be site specific, laminated, correctly orientated and securely attached (using screws or strong double-sided tape) to the internal wall.
- Include specific actions for the safe evacuation of persons with restricted mobility.
- Indicate the position title of the nominated evacuation coordinator / fire warden (usually the Director).
- Indicate the location of evacuation routes, emergency assembly point(s), firefighting and first aid equipment.

Making a change to an emergency evacuation diagram

- Email a scanned copy with hand written notes of proposed changes to facilities@candk.asn.au.
- Once changes have been made, the Facilities Team will return the plan via email.
- Director to notify the Facilities Team that the new plan is accurate.
- Display immediately and promptly communicate changes to all staff, parents / guardians and if applicable, students, volunteers and external contractors.

Lockdown protocols

- All centres are required to develop and document lockdown protocols that are based on a variety of threats and risk levels at the service. Protocols must identify designated lockdown area(s) and staff tasks.
- Depending on the threat type and the length of time in lockdown, areas of lockdown locations identified may vary (e.g. a snake in the playground, threatening person).
- When possible, a lockdown area should allow easy access to kitchen, bathroom and nappy change facilities. Otherwise, consideration must be given to water supply, food and toileting. The lockdown area should be:
 - Away from external windows / view of the potential threat and have a secondary exit point (when possible),
 - Well ventilated,
 - Clear of clutter / hazards,
 - Large enough to be fully occupied (i.e. max. number of children and adults).
- Nominate a specific alarm / word for lockdown emergencies.

Conducting an emergency evacuation or lockdown

- The alarm / warning is sounded by the person who identified the emergency or threat.
- Remain calm and provide reassurance.
- Complete a visual check of all areas, cupboards and storage rooms for children and adults.
- Nominated persons to assist with evacuating babies, toddler, and children / adults with restricted mobility.
- Nominated person(s) to collect:
 - Child attendance records (i.e. completed Kidsoft roll report)
 - Staff and visitor attendance records
 - Child and adult medication (including emergency anaphylaxis and asthma medication)
 - Emergency bag(s)
 - Mobile phone*
- If in lockdown, lock external doors and windows, close blinds and curtains.
- Conduct a 'roll call' by referring to child, staff and visitor attendance records.
- Immediately notify / phone Emergency Services (000). Notify if any persons are unaccounted.
- Immediately notify / phone Early Childhood Education Manager / committee member.
- Inform families / visitors:

Lockdown	Evacuation
<ul style="list-style-type: none"> Place sign on entry door. For example: ‘To ensure children’s safety, our centre is currently in lockdown. For your safety, do not attempt to enter the building. Move away from the building’. <u>Communication Lockdown emergency</u> Early Childhood Education Manager / committee member to arrange email / SMS communication to families. For example: ‘To ensure children’s safety C&K Centre Name is currently in lockdown. Please wait for updates via SMS / email’. 	<ul style="list-style-type: none"> Place sign on entry door. For example: ‘To ensure children’s safety, we have evacuated the building and have moved to our assembly point. For your safety, do not attempt to enter building. Move away from the building. If known, go to assembly point’. <u>Communication Evacuation emergency</u> Early Childhood Education Manager / committee member to arrange email / SMS communication. For example: ‘To ensure children’s safety C&K Centre Name has evacuated the building. Please wait for updates via SMS / email’

- Remain at evacuation assembly point / lock down area until advised by Emergency Services. Educators to maintain child supervision.
- When safe and practical to do so, phone / notify the local regulatory authority and complete an incident record and notification as per *Procedure Child incident reporting*.
- Consider the emotional wellbeing of children, staff and parents / guardians. If required, offer Employee Assistance Program (EAP) to employees and inform parents / guardians of child’s distress.

*Branch centres – C&K will reimburse the costs of using personal phones during an emergency.

Fire and emergency equipment

- Fire and emergency equipment must be serviced and tested by an approved fire contractor in line with Australian Standards.
- Fire and emergency equipment at branch centres are serviced by Wormald. Wormald maintenance reports are held by the Facilities Team. Copies can be requested by emailing facilities@candk.asn.au.

Inspections completed by Queensland Fire and Emergency Service (QFES)

- All centres are strongly encouraged to contact their local QFES to request an annual inspection of their centre. This is an Exceeding indicator of the National Quality Standards (Standard 2.2).
- Records of QFES inspections must be kept in the Fire and Emergency Folder.
- QFES are legally entitled to conduct inspections to ensure fire and emergency evacuation procedures are compliant. QFES will provide prior notice of an impending inspection.
- If items of non-compliance are identified, notify your CSM / Committee. Address non-compliance items within timeframes.

Acknowledgements & references

- The QLD Fire and Rescue Service Fire Management Tool for Owners/Occupiers - <https://www.qfes.qld.gov.au/buildingsafety/documents/FSMT.pdf> (Accessed November 16, 2017)*

- *Building Fire Safety, Management tool and Advisory Notes*
<https://www.qfes.qld.gov.au/buildingsafety/documents/FSMT.pdf> (Accessed November 16, 2017)