

This procedure should be read and implemented alongside *C&K Emergency Action Flip Chart*.

1.0 Staff Responsibilities

- Read and understand site emergency procedures and protocols. Be aware of how an alarm is raised and locations of exits, fire-fighting equipment, evacuation bags, keys for locked gates and assembly point(s).
- Complete annual mandatory *C&K Fire Training*.
- As applicable to your position and per *First Aid Procedure*, maintain current approved First Aid, CPR, Asthma and Anaphylaxis qualifications.
- Participate in emergency drills and when requested, contribute to drill evaluations.
- Keep emergency exits and exit paths clear.

2.0 Nominated Supervisor/Director/Manager Responsibilities

- Ensure children, staff and visitors are familiar with site emergency procedures and protocols including how an alarm is raised, exits, location of fire-fighting equipment, evacuation bags and assembly point(s).
- Ensure site emergency protocols are included in staff induction (including casual staff) and family orientation activities.
- Ensure new staff (including long-term casuals) complete the [Fire and Evacuation Instruction Record](#) within 2 days of commencing work.
- Regularly discuss and review site emergency procedures and protocols at team meetings.
- Ensure staff are aware of the assembly point(s), especially if it differs from the assembly point in a drill.
- Ensure staff know the location of and have access to keys for locked gates.
- Ensure emergency exits and exit paths clear at all times.
- Complete [Annual Fire and Emergency Audit](#) annually in July.
- Send completed *Occupier Statement* annually to the *Queensland Fire and Rescue Commissioner* via mail ([QFES Community Safety Office](#)) or email Occupier.Statements@qfes.qld.gov.au.
- Ensure premises are maintained by an external contractor via regular gardener or submitting a Maintenance Request (branch):
 - Clear gutters drains and downpipes
 - Maintain gardens
 - Promptly remove excess flammable material/rubbish and old/broken furniture and equipment

2.1 Emergency Folder

- Maintain a Fire/Emergency Folder and keep in a secure location.
- Folder contents include:
 - *Fire and Evacuation Plan*
 - Site Emergency Evacuation Diagram
 - A copy of the [Fire Safety Installation Checklist](#) (*Building Fire Safety Regulation 2008*).
 - Site specific emergency risk assessments
 - *Emergency Drill Evaluation Records*
 - Certificate of classification exemption letter (government owned buildings only).
 - *Occupier Statement*
 - *Fire and Evacuation Instruction Records*
 - Staff fire equipment / emergency training records
 - Emergency equipment testing / maintenance records
 - Building approval documents
 - Most current *Annual Fire and Emergency Audit*.
 - Queensland Fire Emergency Services inspection records (if any)
- Scan and upload Fire / Emergency Folder contents in Kidsoft under Service Documents annually. Scan folder contents as a single PDF document i.e. do not scan and post each folder document separately.

2.2 Emergency bags

- Ensure an emergency bag is accessible near each emergency exit.
- Determine the appropriate number of emergency bags required for building.
- Emergency bag contents include:

○ emergency contacts (children and adults)	○ copy of medical management plans
○ bottle of water	○ wipes
○ disposal cups	○ nappies (if applicable)
○ sunscreen	○ tissues
○ gloves	○ long life food (e.g. crackers) - monitor expiry dates
○ keys for locked gates	

2.3 Emergency risk assessments

- Via *Risk Assessment Template* identify and plan for potential emergencies relevant to your site and location e.g. if in a flood prone area, complete a risk assessment for a flooding event. At a minimum, complete a risk assessment for a potential building fire and lockdown emergency. Templates available in the risk assessment library must be adapted.
- Risk assessments must address possible communication barriers between staff and rooms during an emergency.

2.4 Emergency Evacuation Plan

- Document a *Fire and Evacuation Plan* that include specific actions for the safe evacuation of persons with restricted mobility and the name/position title of the evacuation coordinator/fire warden (usually the Director).
- Where a centre is located on school grounds, review [Fire and Evacuation Plan](#) annually with appropriate school personnel. Detail communication strategies between centre and school during an emergency. Practice a combined drill (centre and school) at least annually.

2.5 Emergency Evacuation Diagram

- Display an appropriate number of emergency evacuation diagrams as per building size, layout and the number of evacuation routes. Display near each emergency exit.
- Laminate, correctly orientate and securely attach using screws or strong double-sided tape.
- Diagram must clearly outline evacuation routes, emergency assembly point(s), firefighting and first aid equipment.
- 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.
- Branch - To make a change to an emergency evacuation diagram:
 - Email a scanned copy of current diagram, with hand written notes of proposed changes to facilities@candk.asn.au.
 - Once updated, the Facilities Team will return via email.
 - Director to notify the Facilities Team (via facilities@candk.asn.au) the new plan is accurate.
 - Display immediately and promptly communicate changes to children, staff, parents/guardians and if applicable, students, volunteers and external contractors. Update staff induction and family orientation materials.

2.6 Lockdown protocols

- Document lockdown protocols that identify designated lockdown area(s), staff responsibilities and a specific "word" for lockdown emergencies.
- Depending on threat type and the length of lockdown, lockdown locations may vary e.g. a snake in the playground, threatening person.
- When possible, ensure the lockdown area allows 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),

2.7 Emergency evacuations or lockdowns

- Alarm/warning is sounded by the person who has identified an 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 assist with evacuating babies, toddler, and children/adults with restricted mobility.
- Nominated persons collect:
 - Child attendance records i.e. completed Kidsoft roll report
 - Staff attendance records i.e. staff time sheets
 - Child and adult medication including emergency anaphylaxis and asthma medication
 - Emergency bag(s)
 - Mobile phone – Please note for Branch centres – C&K will reimburse the costs of using personal phones during an emergency.
- If in lockdown, lock external doors and windows, close blinds and curtains.
- Complete 'roll call' and 'head count' by referring to child and staff attendance records.
- Branch childcare and Next Gen centres - log onto Kidsoft to access Visitor Log Report OR telephone C&K Service Support 07 3513 2531 to obtain a list of current centre visitors still showing as active at the Centre. Conduct a visitor 'roll call' and 'head count'.
- Immediately notify / phone Emergency Services (000). Notify if any persons are unaccounted.
- Immediately notify / phone Early Childhood Education Manager / Committee.

- In consultation with C&K Management/Committee, inform families.

Branch Lockdown	Branch Evacuation
<ul style="list-style-type: none"> Place sign on entry door. For example: <i>'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'</i>. <u>Communication Lockdown emergency</u> Early Childhood Education Manager (ECEM) to arrange email / SMS communication to families. For example: <i>'To ensure children's safety C&K Centre Name is currently in lockdown. Please wait for updates via SMS / email'</i>. 	<ul style="list-style-type: none"> Place sign on entry door. For example: <i>'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'</i>. <u>Communication Evacuation emergency</u> Early Childhood Education Manager / committee member to arrange email / SMS communication. For example: <i>'To ensure children's safety C&K Centre Name has evacuated the building. Please wait for updates via SMS / email'</i>

- Remain at evacuation assembly point/lock down area until advised by Emergency Services.
- When safe and practical to do so, notify the local regulatory authority and complete a *Child Incident Record* and notification as per *Child Incident Reporting Procedure*.
- Consider the emotional wellbeing of children, staff and parents/guardians and (if required) offer Employee Assistance Program (EAP) to employees

2.8 Emergency drills

- Every 3mths, complete a minimum of 1 evacuation drill and 1 lockdown drill. Centres have the option to complete Emergency Drill Annual Schedule and display in the office and/or staff room as a reminder to complete.
- Promptly evaluate and document each drill via *Emergency Drill Evaluation Record*.
- Vary drill days to ensure all children, staff and regular visitors are familiar with emergency procedures and protocols.
- Do not take children offsite to an external assembly point without obtaining prior written parent permission for each drill.
- Promptly inform parents/guardians a drill has been completed.

2.9 Fire and emergency equipment

- Fire and emergency equipment must be serviced and tested by an approved fire contractor in line with Australian Standards.
- Branch - Fire and emergency equipment is serviced by Wormald. Wormald maintenance reports are kept by the Facilities Team. Request copies via email facilities@candk.asn.au.

3.0 Inspections completed by Queensland Fire and Emergency Service (QFES)

- All centres are strongly encouraged to contact their local QFES to request an annual inspection.
- 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 ECEM/Committee. Address non-compliance items within QFES time-frames.

4.0 Early Warning Network Forecasts

- The Facilities team will forward forecasted emergency event warnings (e.g. cyclones, storms, flood, fire and heat) from the *Early Warning Network (EWN)* to the C&K Emergency Management Committee. Regional Manager(s) will forward warnings to relevant centre Directors.
- 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.

5.0 Definitions

- An **emergency evacuation** is an immediate and urgent movement of people away from a threat or actual occurrence of a hazard e.g. fire, approaching weather system etc.
- A **lockdown** is 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.

Acknowledgements & references

- The QLD Fire and Rescue Service Fire Management Tool for Owners/Occupiers* - <https://www.qfes.qld.gov.au/buildingsafety/documents/FSMT.pdf>
- Building Fire Safety, Management tool and Advisory Notes* <https://www.qfes.qld.gov.au/buildingsafety/documents/FSMT.pdf>