

# Procedure SO:01.18 Fire and emergency evacuation



## Policy – Workplace Health and Safety

Area – Operational

### Document Control

Responsible Officer: General Manager Children's Services	Procedure Number: SO:01.18
Contact Officer: Manager Facilities	Policy: SO:01 Workplace Health and Safety
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### Scope

This procedure, when read with the policy, provides a framework to guide all actions for the C&K Board, C&K staff, C&K Central, C&K branch services, C&K family day care services, C&K affiliate services, children, parents, volunteers, contractors and visitors.

C&K associate members are excluded from the scope of this procedure.

### Introduction

When an emergency situation occurs it is important to manage the event well. The key to a successful emergency response is preparation.

This procedure must be read and implemented in conjunction with:

- *The C&K Emergency Action Flip Chart*
- *SO:31 Procedure Emergency service closure*
- *SO:32 Procedure Bomb threat*
- *SO:41 Procedure Emergency Lockdown*

### Definitions & acronyms

In order to make this document as efficient as possible relevant definitions and acronyms specific to this policy have been listed in the C&K definitions and acronyms glossary. All policies, procedures, quick reference guides and protocols should be read in conjunction with the C&K definitions and acronyms glossary.

### Procedure

#### 1.0 Fire / emergency records

- All services / sites must maintain a fire / emergency folder. The folder must be kept in a metal filing cabinet or fire proof storage and contain the following:

- A copy of this procedure
- A copy of the evacuation plan and map
- Centre specific emergency risk assessments
- Completed *SO:01.18.F4 Form Emergency Evacuation Evaluation Records*
- Certificate of classification exemption letter (government owned buildings only)
- Completed *SO: 01.18.F3 Form Occupier Statement* (not required for FDC / IHC)
- Completed *SO: 01.18.F2 Form Fire and Evacuation Instruction Records*
- Staff fire equipment / emergency training records
- Emergency equipment testing / maintenance records
- Building approval documents

- All services / sites are required to annually scan and electronically save the contents of their fire / emergency folder:
  - **Branch services / sites** are required to email a copy to the Facilities Team ([facilities@candk.asn.au](mailto:facilities@candk.asn.au)) and the C&K WHS Team ([whs@candk.asn.au](mailto:whs@candk.asn.au)) with the completed June *SO: 01.27.F1 Form WHS Inspection Checklist*.

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- **FDC educators** are required to email a copy to their Family Day Care (FDC) Director. The FDC Director will upload on the educator's Kidsoft record.
- **Affiliates services** are required to store a copy in a secure and known off-site location.
- New staff, students, volunteers and external contractors (working with children) must complete the *SO: 01.18.F2 Form Fire and Evacuation Instruction Record* within two (2) days of commencing work.
- The Director / site manager is responsible for forwarding a copy of a completed *SO: 01.18.F3 Form Occupier Statement* to the *Queensland Fire and Rescue Commissioner* annually within ten (10) days of completion. An occupier statement is not required for FDC and In-Home Care (IHC) residences.
  - Post – closest regional [QFES Community Safety Office](#) or
  - Email - occupier.statements@dcs.qld.gov.au.
  - **Emergency Risk Assessments**
    - It is an Education and Care Services National Regulations (2011) requirement that services identify and plan for potential emergencies relevant to their service and location via a risk assessment. For example, if a service is in a flood prone area, the service must plan and consider strategies for a potential flood event via a risk assessment.
    - When completing risk assessments services should refer to the C&K Emergency Action Flip Chart and C&K emergency procedures such as (emergency service closure, bomb threat and emergency lockdown) when deciding on control measures.
    - At the very minimum all services must undertake a risk assessment for a potential building fire emergency.

### 2.0 Emergency evacuation plan

- An emergency evacuation plan is required for all services / sites.
- The number of displayed emergency evacuation plans will vary and depend on the service / site size, building layout and the number and length of evacuation routes.

#### **Emergency evacuation plans must :**

- Be site specific
- Be laminated
- Securely attached (using screws or strong double sided tape) to a wall or internal side of a door in a conspicuous position
- Include specific actions to ensure safe evacuation of adults and children with restricted mobility
- Indicate the position title of the nominated evacuation coordinator / fire warden (usually the Director / site manager)
- Indicate the location of the emergency meeting point
- Indicate the location of fire fighting and first aid equipment
- Indicate safe evacuation routes
- Be appropriately orientated and correspond to the building layout

- Emergency evacuation plans will be audited for accuracy when:
  - Conducting emergency drills. Evacuation routes and exit doors must be checked for obvious damage.
  - Completing a biannual *SO: 01.27.F1 Form WHS Inspection Checklist*.

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- Significant changes occur (e.g. a child with restricted mobility enrolls or building renovations / changes). Plans must be updated within one (1) month of service changes.

#### 3.0 When conducting an emergency evacuation staff must:

- Complete a visual check of all areas, cupboards and storage rooms for children and adults.
- Collect:
  - Attendance records (i.e. child / adult sign in / out and child attendance records)
  - Child and adult medication (if applicable)
  - Emergency bag
  - Mobile phone
- Conduct a 'roll call' at the emergency meeting point and immediately notify Emergency Services (call - 000) of any unaccounted persons.
- It is important to consider the emotional wellbeing of children, staff and parents / guardians after an emergency. Reactions to an emergency may be immediate or it may take some time before the real effects are apparent. If required offer [Employee Assistance Program \(EAP\)](#) to employees (branch services only) and inform parents / guardians of child's distress.
- When safe and practical to do so:
  - The Director / site manager will immediately notify their Children's Services Manager (CSM) / Volunteer Management Committee (VMC). The CSM / VMC will distribute appropriate communication to parents / guardians. In branch services the CSM will communicate via Kidsoft SMS / email messaging.
  - The Director / site manager (with staff) will complete a *SO: 01.05.T1 Template Incident Record* and *SO: 01.05.T2 Template Incident Review* (within seven (7) days).
  - Within 24 hours the Director will notify the *Office for Early Childhood Education and Care (OECEC)* via completing and submitting a *SI01 Notification of serious incident form* (ACECQA form). Please refer to *CP: 03.02 Procedure Incident Reporting*.

#### 4.0 Making changes to an emergency evacuation plan

<b>Branch services / sites:</b>	<ul style="list-style-type: none"> <li>● Email a scanned copy with hand written notes of proposed changes to the Facilities Team (facilities@candk.asn.au).</li> <li>● Once changes have been made the Facilities Team will return the plan via email.</li> <li>● Director / site to notify the Facilities Team the new plan is accurate</li> <li>● Immediately display.</li> <li>● Promptly communicate changes to all staff, parents / guardians and if applicable, students, volunteers and external contractors.</li> </ul>
<b>Affiliate services:</b>	<ul style="list-style-type: none"> <li>● Seek prior approval of VMC and if applicable the building owner / lessor before making changes.</li> <li>● When appropriate, seek <i>Queensland Fire and Emergency Service (QFES)</i> advice.</li> <li>● Immediately display.</li> <li>● Promptly communicate changes to all staff, parents / guardians and if applicable, students, volunteers and external contractors.</li> </ul>
<b>FDC services:</b>	<ul style="list-style-type: none"> <li>● Seek prior approval of FDC Director before making changes.</li> <li>● When appropriate seek QFES advice.</li> <li>● Email a scanned copy of revised emergency evacuation plan to the FDC Director.</li> <li>● Immediately display.</li> </ul>

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- Promptly communicate changes to all household residents, parents / guardians and if applicable, regular visitors, students, volunteers and external contractors.

### 5.0 Emergency bag contents

- Current child and adult emergency contacts
- Band-Aids
- 2 x spare hats
- 2 x change of clothes
- Wipes
- Bottle of water
- Disposal cups
- Sun screen
- Nappies
- Gloves
- Tissues
- Long-life food items (e.g. crackers, rice cakes) (monitor expiry dates)

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### 6.0 Fire and emergency safety equipment

- Fire and emergency equipment must be serviced, maintained and tested by an approved fire contractor.
- Branch services:
  - Fire and emergency equipment is serviced by Wormald.
  - Wormald maintenance reports are held by the Facilities Team. Copies can be requested by emailing the Facilities Team ([facilities@candk.asn.au](mailto:facilities@candk.asn.au)).

### 7.0 Fire / Emergency training and drills

- All staff will complete annual mandatory compliance fire and emergency training.
- Training records must be filed in the Fire / Emergency Folder.
- **A minimum of one (1) emergency evacuation drill must be conducted, evaluated and documented per quarter.** Vary practice days and emergency types to ensure all children, staff and regular service visitors are familiar with procedure. Parents / guardians must be notified before or after an emergency drill.
- **All evacuation and emergency drills must be evaluated and documented** within 48 hours by completing a *SO: 01.18.F4 Form Emergency Evacuation Evaluation Record*.

### 8.0 Inspections completed by Queensland Fire and Emergency Service (QFES)

- All services and sites are strongly encouraged to contact the QFES to request an annual inspection of their service / site. This is an Exceeding indicator of the National Quality Standards (Element 2.3.3).
- 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 the service / site with prior notice of when they will undertake an inspection.
- The Director / manager will notify their Children's Services Manager (CMS) / VMC if they receive a QFES inspection notification.
- The Director / manager must immediately inform their CSM / VMC and the Facilities Team of identified areas of non-compliance. Areas of non-compliance must be addressed within timeframes.

### Acknowledgements and references

- *The QLD Fire and Rescue Service Fire Management Tool for Owners/Occupiers Advisory Notes* - <https://www.fire.qld.gov.au>.
- *Education and Care Services National Regulations (2011)*

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## Links to associated documents

SO:01.27.F1	Form - WHS Inspection Checklist
SO:01.18.F4	Form - Emergency Evaluation Record
Publication	C&K Emergency Action Flip Chart
SO:31	Procedure - Emergency service closure
SO:32	Procedure - Bomb threat
SO:41	Procedure - Emergency Lockdown
SO: 01.18.F3	Form - Occupier Statement
SO: 01.18.F2	Form - Fire and Evacuation Instruction Record
SO:01.05.T1	Template - Incident Record
SO:01.05.T2	Template - Incident Review
CP: 03.02	Procedure - Incident Reporting
	Risk Assessment -Emergencies
	Risk Assessment- Emergency Evacuations and Lockdowns

## Revision Record

Version	Approval Date	Authorised by	Effective Date	Summary of Changes
1.0	8 June 2012	Sylvia Bowles	July 2012	
2.0	23 Sep 2013	Cath Tisdell	October 2013	
3.0	Mar 1, 2016	K.Woods	March 2016	

## Appendix One Frequently Asked Questions

### **Q1. What is meant by “appropriately orientated”?**

This simply means the diagram must be understandable to a person reading the display and the instructions must be accurate and correspond to the building layout.

### **Q2. Who can check my emergency plans to ensure they are correct as per the BFSR 2008?**

The Queensland Fire and Emergency Service (QFES) are able to support, review and provide advice on how to improve emergency evacuation plans and procedures. All services / sites are encouraged to contact the QFEC to request an audit of their procedures.

### **Q3. Who needs to be made aware of the emergency evacuation plan when visiting my service?**

All new staff, visitors, students, parents / guardians and external contractors must be made aware of the emergency procedure as part of their induction / orientation. This information needs to be site specific and include alarm sound, responsibilities, routes and meeting points.

### **Q4. If significant works or renovations have been conducted at my service / site, at what point do I need to review my emergency procedures?**

Immediately. Emergency procedures need to be reviewed whenever there has been a change to the following:

- Building exit points

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- Emergency evacuation routes
- Emergency assembly / meeting points
- Director / site manager
- Fire Wardens
- Alarm system
- Relevant legislation

This may mean emergency procedures may need to change during and after building works.

### **Q5. What if I have to move the children to another assembly point outside of the service grounds?**

To fulfil your legislative obligations and to ensure the safety, health and wellbeing of all persons, it may be necessary to evacuate outside the service / site grounds. When making evacuation plans identify a second meeting point in case the primary point is no longer safe.

### **Q6. Can Blue Tac, Velcro or sticky tape be used to hang my emergency evacuation plans?**

No. Emergency evacuation plans must be secured to the walls using screws or double sided tape.

### **Q7. What do I need to prepare for a QFES visit?**

- Update evacuation plans and maps
- Undertake an emergency drill
- Update Fire / Emergency Folder
- Request current fire safety equipment maintenance records

### **Q8. Branch services - What happens if my evacuation map is incorrect or out of date?**

Email a scanned copy with hand written notes of proposed changes to the Facilities Team ([facilities@candk.asn.au](mailto:facilities@candk.asn.au)).

### **Q9. How often do I need to conduct an Emergency Drill?**

A minimum of one (1) emergency evacuation drill must be conducted and evaluated per quarter.

### **Q10. Where can I get a C&K Emergency Action Flip Chart if my service does not have one?**

In 2014 all C&K services were provided copies of the *C&K Emergency Action Flip Chart*. [Additional copies](#) can be downloaded from the WHS Intranet Page.

### **Q11. Where can go and who can I ask if I have any questions?**

If you have questions regarding emergency procedures please contact the WHS Team ([whs@candk.asn.au](mailto:whs@candk.asn.au)) or visit the [WHS Intranet Page](#).