

# Evacuation and Lockdown

## SWISH Education

### Background

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Child care Services must ensure the safety and wellbeing of the children at all times they are at the service. They must also ensure the safety and wellbeing of staff and anyone else on the premises. To achieve these ends, services need a clear plan for the management of emergency situations so that educators are best equipped to respond calmly and effectively.

### Policy statement

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The Service has procedures to follow in the event of any emergency necessitating evacuation. These procedures comply with regulatory requirements and are consistent with recommendations by recognised authorities. They are designed to ensure the swift, safe and calm evacuation of all children, staff, families and visitors. Evacuations are rehearsed regularly so that educators and children are confident in knowing what to do.

The Service has lockdown procedures in response to any critical incident or foreseeable threat of harm to staff, children or visitors. Such an event could be:

- A hostage situation;
- A siege;
- Violent, intoxicated and/or drug affected persons;
- Dangerous animals;
- Unidentified external disturbance; or,
- Severe storm.

### Strategies and practices

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#### Evacuation

- Families are informed of the Service's emergency procedures via our website.
- The Service's *Evacuation and Lockdown Policy* and evacuation procedures are based on risk assessment that identified the potential emergencies relevant to the Service.
- Emergency evacuation plans are prominently displayed throughout the Service. These plans consist of a floor plan of the Service and indicate the reader's location, the nearest exit, the route to that exit, and assembly areas.
- All exit signs are clearly visible and escape routes and emergency exits kept clear at all times.
- As SWISH hires school facilities it uses the fire equipment of that hired site. The Service regularly checks that the hired site has the required number of fire extinguishers and fire blankets together with other emergency equipment. The hired sites fire extinguishers are checked to ensure that they are tested and tagged. All checks are documented.

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- The Service maintains up-to-date emergency contact details for every child and a copy of these is taken to the assembly point.
- All educators are trained in the use of fire extinguishers, fire blankets and other emergency fire equipment and know where these items are located.
- The Nominated Supervisor ensures that all staff know the Service's Policy and Procedures for emergency evacuations and that they know their roles and responsibilities. These roles and responsibilities are posted beside the emergency evacuation plans displayed throughout the Service. Students and volunteers are told about emergency procedures during orientation and to follow directions from educators at these times.
- Evacuation procedures are rehearsed every three months. Rehearsal occurs at different times on different days of the week. Everyone in the Service at the time, including visitors, is expected to participate. The Nominated Supervisor or on site manager provides advance notice of each rehearsal (including the date and approximate time) to all staff to encourage their understanding and cooperation. It also ensures that staff recognise a genuine alarm activation when it occurs.
- When parents arrive to collect their children, they are purposefully informed that an evacuation rehearsal has occurred.
- The Responsible Person present at the time oversees the rehearsals and is responsible for completing the [Evacuation and Lockdown Report](#) (in conjunction with other staff members), and for implementing any improvements identified in that Report.
- In the event of a power failure, the Service has a mobile phone.
- The Regulatory Authority and any other government health and safety authority concerned are notified of any incident requiring non-rehearsal evacuation at the Service.
- After any incident requiring evacuation of the Service, debriefing is available to anyone affected.

## Lockdown

- The Service has a signal – distinct from the evacuation signal – to alert staff of the need for lockdown. The signal has been chosen taking into account the need for discretion that could accompany such an event (e.g. a parent acting against a court order).

## Initial notification

- The witness to the event alerts the Nominated Supervisor or their authorised on-site representative immediately.
- The Nominated Supervisor or their authorised on-site representative determines whether or not lockdown is appropriate.
- If yes, the Nominated Supervisor or their authorised on-site representative activates the lockdown signal.

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- Dial 000 for police/emergency services assistance, and follows the operator's instructions.
- Staff follow all directions of the Nominated Supervisor or their authorised on site representative explicitly.

## During lockdown

- All educators and children inside are to remain in their rooms and those outside are to go inside immediately and follow lockdown procedures.
- Educators are to lock all doors and windows (draw curtains/blinds if possible) and ensure children are kept secure (e.g. under tables).
- Educators check the sign-in sheet and ensure that all signed-in children are present, and as soon as it is safe to do so, inform the Nominated Supervisor of the names of any children unaccounted for.
- Do not use the phone for external calls. In case of a medical emergency, notify the Nominated Supervisor.
- Educators without children are to lock all external doors and windows (e.g. front door).
- Everyone is to remain in lockdown until the Nominated Supervisor announces the "All Clear."

## After lockdown

- The Nominated Supervisor notifies parents as soon as possible after the lockdown has ended.
- The lockdown will be documented, and the Service's response reviewed.

## Responsibilities of parents

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- To ensure all contact details for parents and those of the authorised nominees are complete, accurate and up-to-date.

## Procedure and forms

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- Evacuation and Lockdown Report

## Links to other policies

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- Administration of Medication Policy
- Enrolment and Orientation Policy
- Incident, Injury and Trauma and Illness Policy
- Medical Conditions Policy
- Supervision Policy

# Evacuation and Lockdown

## Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Reg	168	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions
	6.2.2	Effective partnerships support children's access, inclusion and participation in the program
	7.2.1	There is an effective self-assessment and quality improvement process in place

### Sources

- Education and Care Services National Regulations 2011.
- Guide to the National Quality Standard 2011.

### Further reading and useful websites

- Kidsafe. *Factsheets*. <http://www.kidsafeqld.com.au/publications/fact-sheets> accessed 24 December 2017
- Fire and Rescue NSW - <https://www.fire.nsw.gov.au/> accessed 24 December 2017

### Policy review

The Service encourages staff and parents to be involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

### Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Dr Brenda Abbey (Author)	Updated to changed NQF requirements 1 February 2018. Service to modify policies to its specific needs.	
2	1 May 2018	Rebecca Evans	Updated to support SWISH procedures	1 May 2019