

# Kingaroy Child Care Centre



## Fire and Emergency Evacuation Policy

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**Policy Number: Three**

### Policy statement

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Kingaroy Child Care is committed to the ongoing safety of all staff, families and visitors that use the service. The service's Fire and Emergency evacuation policy reflects the following procedures:

- \* Fire drills are conducted monthly and are to be held at different times and on different days. Staff and Parents present at the time of the drill are required, by law to participate.
- \* Staff are to be aware of the centre evacuation procedure and note where evacuation plans are throughout the centre.
- \* A record of all fire drills and evacuation drills is to be kept.
- \* In the event of a bomb threat, car hitting the building, hostage or disturbed person incident, follow the centre's EVACUATION PROCEDURE.
- \* A fire officer is required to observe at least one fire drill every two years to assess evacuation procedures and offer advice where needed.

### **Emergency Evacuation Procedures**

- \* The person who sights the fire or smoke is to alert the Director or Assistant Director. Senior staff will sound the alarm.
- \* Director may attempt to put out the fire with the closest extinguisher if deemed appropriate and safe to do so.
- \* All children to immediately evacuate the building and proceed to the meeting point. Assistants to accompany the children to the meeting point while the group leader checks the room to ensure all children have left. Collect fire evacuation keys (located in each group) and the attendance folder.
- \* Group Leaders to close the sliding door behind them as they leave the room if possible.
- \* Cook to assist in the Toddler and continue assisting where required after children are at the safe meeting place.
- \* Director to collect the first aid kit, mobile phone, located in the back office.
- \* The centre will evacuate to the park behind the centre. Once at the designated meeting point, rolls are to be cross checked and all children, staff, and students are to be accounted for. The centre will alert the fuel station and inform them of our situation – the number is on the evacuation bag.
- \* Director or person in charge to notify Fire Officers or Emergency services anyone not accounted for and an approx. location.
- \* Only re-enter the building when given the all clear.

### **Personal Threats**

If a person enters the building and acts in a violent or aggressive manner or appears to be under the

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influence of alcohol or drugs, staff should:

- \* Try to calm the person
- \* Try to move the person away from the children
- \* Other staff should usher the children away from danger and alert the Director
- \* Notify the police
- \* Staff should record details of the incident and notify the Director

## Severe Electrical Storms

In the case of severe electrical storms, staff should:

- \* Keep children inside the building, close all doors and windows
- \* Move children to the safest rooms
- \* Take necessary precautions to protect children and staff e.g. move furnishings
- \* Listen to local radio for news
- \* Contact emergency services if necessary e.g. Fallen trees, roof damage etc.
- \* Contact centre maintenance personnel to repair any damage and clean playgrounds.

## Robbery

If a person/s enters the building and acts in a threatening manner demanding money, staff should:

- \* Try to remain calm and carefully listen to their instructions
- \* Do everything that they say and ask
- \* Give them what they want (money, equipment, phone etc)
- \* Examine the physical appearance of the person if possible, including:
  - Short or tall?
  - Fat or skinny?
  - Hair colour
  - Clothes they are wearing

## Bomb Threat

- \* Notify Director immediately
- \* Do not create panic by telling anyone other than staff
- \* Director to advise Police (000)
- \* Evacuate building as per Emergency Evacuation procedures located in each room of the centre
- \* Police will check building according to their procedures
- \* If a suspect object is found before Police are contacted, advise Police and evacuate the building.

**REMEMBER**— safety of the children is our first priority. Do not search for the suspect object yourself. Evacuation plan as per fire procedure is to be followed.

## Lockdown procedures

Lockdown procedures are designed to secure staff and children in the case of potential threats such as:

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Bad weather  
Toxic spills  
Livestock on the loose  
Dangerous Persons

When a threat occurs then the centre manager should follow these procedures:

- \* Contact police with as much information as possible and at the same time arrange for a lock down signal to be activated.
- \* A designated signal is required which is different from the evacuation signal. If a PA system is available then an announcement can be made for example: *"We are in a lockdown situation, please secure your doors"*.

The steps to follow are:

- \* The code that the lockdown is in effect will be "RED ROOM"
- \* Immediately close and lock all doors and windows.
- \* Keep all children inside your room.
- \* Do not answer any knocks on the door.
- \* Do not use the phone except for a medical emergency. In case of a medical emergency, notify the office.
- \* Centre manager will direct children's release in person or by phone.
- \* An "all clear" announcement will end the lockdown.

## Medical Emergency

- \* Check safety of site for any remaining hazards.
- \* Remove persons from danger.
- \* Apply first aid.
- \* Notify relevant emergency services;
  1. AMBULANCE 000
  2. Medical Centre / Hospital
  3. POISONS CENTRE 13 11 26
  4. Queensland Health.
  5. Emergency services.
- \* Director to inform parent/ guardian.
- \* Director to report to other staff.
- \* Meet Emergency personnel.
- \* Director to complete Form 27 "Report of Serious Injury" for Department of Families.
- \* Director to report notifiable events to Workplace Health and safety.

## Power Cuts

In the event of power failure the Director should immediately try to determine if the failure is based at the centre or whether it covers a larger area. The following procedures will be taken;

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- \* Contact Energex Ph: 13 62 62 to determine the extent of the loss and determine when power is to be resumed.
- \* Children will remain inside if fallen power lines are near the centre.
- \* If the power cut is expected to continue for some time then contact parent/ guardians to collect children. Children should be comforted and reassured.
- \* If the problem is within the centre the Director should call an Electrician and arrange for the problem to be fixed.

## Water Cuts

In the event of water cuts the Director should immediately contact the Queensland Water board and try to determine if the cuts are based at the centre or whether it covers a larger area. The following procedures will be taken;

- \* If the water cut is expected to be long term a water tanker may be an appropriate solution.
- \* If the water cut is expected to continue for some time then contact parent/ guardians to collect children.

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