



BACHELL AVENUE CHILDCARE CENTRE

2 Bachell Avenue, Lidcombe

DRAFT EMERGENCY EVACUATION PLAN

23rd September 2024

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1. INTRODUCTION

This DRAFT Emergency Evacuation Policy and Procedures Plan has been prepared for the proposed childcare centre located on level 5 of THE HUB @ Bachell development, located at 2 Bachell Avenue, Lidcombe.

The proponent recognises the need to always ensure the safety of staff and children.

Prior to the commencement of operation of the centre, a risk management plan will be prepared to assess the likelihood of possible emergencies and develop a range of emergency procedures in line with these risks.

These procedures will include emergency evacuation and lock down.

Regulation 97 requires emergency and evacuation procedures to be rehearsed at least every 3 months. Rehearsals should take place at various times of the day and week to ensure that everyone at the service has the opportunity to rehearse. These drills are to be documented to allow for reflection on their effectiveness.

It is anticipated that the operator of the centre may have a companywide policy that may look to incorporate within the operation of this centre, and it is recognised that this plan will be reviewed and updated once an operator is engaged.

Copies of the final plan shall be displayed at all times within the playrooms near the entry door and on the wall in the kitchen and reception.

2. POLICY

The aim of the policy is to have a centre which has procedures to cover all types of emergencies that may be encountered in order to ensure the safety of children and educators with minimal distress.

The proposed childcare centre aims to educate children, educators and families during an emergency evacuation situation.

Evacuation Drills can be very unsettling and upsetting for young children, therefore care needs to be exercised to help young children feel comfortable about the Fire/Evacuation Drill. The subject of emergencies must have previously been discussed within the program before the Evacuation Drill is commenced.

As a centre, we believe that a monthly fire drill is best to equip children and educators in the event of an emergency evacuation.

3. PROCEDURES

1. The centre will practice the emergency evacuation plan at least once every month.
2. Each drill will be recorded, discussed, and evaluated at the next educators meeting.
3. Names of all children in the drill will be recorded.

The procedure is used for the following situations:

1. Bomb threat
2. Hostage seizure situation
3. Chemical spillage/Gas leak
4. Building collapses
5. Bush fire (after contact police for instructions)
6. Aircraft crash
7. Flood (after contacting police for instructions)
8. Medical Emergencies
9. Any other enforceable situation

DRAFT LOCK DOWN PROCEDURE

Whilst many emergency situations will require staff and children to evacuate from the Service, there are potential situations that will require the Service to go into 'lockdown'.

Within early childhood services there are two types of lockdown that may be required:

- **'Full lockdown'** indicating that there is a potential threat outside that you wish to prevent from entering the building. For example:
 - Potentially dangerous unwanted or uninvited intruder
 - Potentially dangerous person due to intoxication or substance abuse
 - Receiving an emergency services warning about a reported incident or civil disturbance
- **'Shelter-in-place'** which generally will be required when there is a real or perceived threat to health or safety. For example:
 - Severe storms
 - Extreme smoke from a local or distant bushfire
 - Chemical or hazardous substance spill
 - Gas leak / atmospheric hazardous substance
 - Flood outside of the service
 - Unidentified dangerous animal or insects

Lockdown means that all windows and external doors are locked, and where possible internal doors are locked, and blinds closed.

For a 'Shelter-in-place' lockdown children are able to participate in the usual experiences and activities: However, for a 'Full lockdown' children and adults must be moved to a room/position that does not allow them to be viewed.

Risk assessment in possible emergency situations:

Type of emergency	Issue	Risk	Control strategies
Any evacuation	Child wanders off	Possible	Younger children have grab and go straps. Older children hold the rope.
Any evacuation	Traffic	Possible	Responsible person will have a safety vest and stop traffic if required.
Any emergency	Child distress	Likely	Have regular practice drills and discussions about how the children will be kept safe. Regular visits from emergency services such as fire brigade to assist children become familiar with sirens/lights.
Any evacuation	Children may be asleep when evacuation occurs	Possible	Have practice drills during these times.
Any emergency	Phone line is cut	Possible	Responsible person to take alternate phone such as mobile.

EVACUATION DRILL

Evacuation Drills will be held on the first week of every month, alternating between Monday – Friday to ensure all children will have the opportunity to practice and learn the fire drill/emergency evacuation procedure.

Supervision will be required at all times and the educator to child ratio will adhere to the regulations. The cook, director and support workers will also assist with evacuation meaning the child to educator ratio will be increased during evacuation.

More specific procedures for each playroom as well as the Director and Cook are attached at Appendix A.

0-2yrs:

- Room leader to blow whistle – 3 short, sharp blows.
- All educators are to place children inside the emergency cot.
- Room Leader to check all children are out of room and to get roll book and sign in sheets.
- 2nd educators to get mobile phone, First Aid Kit and do a head count.
- 3rd educator to assist with the children and supervision.
- Children and educators are to proceed to the evacuation area and educators to do another head count, check sign in sheets and mark roll.
- Educators will settle and reassure children and offer a sugar free lolly.

- Nominated Supervisor to call 000.

2-6yrs:

- Room leader to blow whistle – 3 short, sharp blows.
- All educators are to gather children at appropriate exit in line holding rope. (Educators should situate themselves one at start of rope and end of rope)
- Room Leader to check all children are out of room and to get roll book and sign in sheets.
- 2nd educator to get mobile phone, First Aid Kit and do a head count.
- Children and educators are to proceed to the evacuation area and educators to do another head count, check sign in sheets and mark roll.
- Educators will settle and reassure children and offer a sugar free lolly.
- Nominated Supervisor to call 000 and advise if children are missing and contact other relevant people (e.g. parents etc.)

ASSEMBLY AREAS

An emergency control point has been identified on the verge outside the property on Bachell Avenue.

This assembly area has been selected as it is sufficiently distanced from the building, access via a route suitable for both adults and young children. The route avoids as much as possible, heavily trafficked routes and does not hinder emergency vehicle access.

The assembly point is large enough to allow for the emergency refuge by all staff and children at the centre, assuming full capacity at a minimum rate of 1 person per square metre.

MOBILITY OF CHILDREN

- Children in each 0-2yrs room or children with a disability who are unable to walk will be placed into the emergency evacuation cot and this is wheeled out by 2 educators. Alternatively, an evacuation mattress can be used to evacuate by the stairs if it is deemed necessary.
- Children able to walk in the 0-2years room and all other children in the centre will evacuate by holding onto the red evacuation rope.

BOMB THREAT

In the event of a bomb threat:

- Note the time of the call.
- Note the voice/caller (accents, speech particular, husky, quiet).
- Note any background noise (trains, horns, traffic, voices).
- Note down word for word the conversation, their words and your replies.
- Ring the police.

HOSTAGE/SEIZURE

In the event of a hostage/seizure situation:

- Slowly exit the children through the dedicated fire exit and congregate in the assembly area.
- Note down all specifics relating to:
 - Size/weight/height.
 - Colouring – hair, beard, moustache, skin, eyes, clothing.
 - Voice & mannerisms.
 - What was said.
- Ring the police.

SEVERE STORM

As the storm approaches:

- Close all blinds.
- Shelter indoors.
- Keep children away from windows.
- Disconnection all electrical appliances.

When the storm hits:

- Keep children away from windows.
- Reassure all children.

POWER FAILURE

In the event of a power failure:

- Determine if the failure is local to the tenancy, local to the building or suburb wide.
- Gather all children indoor and take attendance.
- Notify the utility provider – inform them that the centre is currently occupied by children.
- Reassure all children.

MEDICAL EMERGENCY

An educator holding a first aid certificate should attend to the child immediately and arrange for another educator member to contact medical attention.

Depending on the emergency the Nominated Supervisor will:

- Follow the medical action plan if the child has one.
- Contact 000 if required; and

- If not required, ring child's parents or other emergency contact numbers listed on child's enrolment forms, or if not contactable the child's doctor will be called.

Depending on advice, the first aider waits with the child until the doctor or parents arrive, or Nominated Supervisor arranges ambulance service to transport the child to the Hospital. The child will be accompanied by parent and director along with the centre file. (If the director is unavailable the next in charge)

An accident report will be completed as soon as possible.

DENTAL EMERGENCY

Educator with a first aid certificate will attend to the child and arrange for another educator to: (depending on the situation).

- Contact parents or emergency number listed on enrolment form.
- Contact the dental hospital.
- Depending on advice, the first aider waits with the child until parents arrive, or Nominated Supervisor arranges ambulance service to transport the child to a dental hospital. The child will be accompanied by a parent or director along with the centre file (if the director is unavailable, the next in charge).

An accident report will be completed as soon as possible.

4. REVIEW

This plan shall be reviewed regularly and updated in accordance with the relevant legislation to ensure the continual safety of staff and children.

APPENDIX A – SPECIFIC PROCEDURES DURING EVACUATION

Procedures for Fire Evacuation & Emergencies – 0→2 Years

1. Inform the children we are going to evacuate.
2. Staff member 1 to collect the roll book and evacuation backpack.
3. Staff member 2 to grab the red rope.
4. Staff member 3 to assist children.
5. Stand at the door/exit that you are evacuating from.
6. Place children in evacuation backpack, carried by staff member 3 and a secondary evacuation backpack by the cook.
7. Ask the remaining children to line up at the door and hold the red rope.
8. Staff member 1 to stand at the front of the line of children and hold the end of the rope.
9. Staff member 2 to stand at the back of the line of children and hold the end of the rope.
10. Evacuate to the assembly area.
11. Count the children and do a roll call.
12. Once safe – proceed back to the centre.
13. When back in the centre, count the children and do a roll call and talk to the children about the emergency.

Procedures for Fire Evacuation & Emergencies – 2→3 Years

1. Inform the children we are going to evacuate.
2. Staff member 1 to collect the roll book and evacuation backpack.
3. Staff member 2 to grab the red rope.
4. Staff member 3 to assist children.
5. Stand at the door/exit that you are evacuating from.
6. Ask the children to line up at the door and hold the red rope.
7. Staff member 1 to stand at the front of the line of children and hold the end of the rope.
8. Staff member 2 to stand near the middle of the line of children assisting the children.
9. Staff member 3 to stand at the back of the line of children and hold the end of the rope.
10. Evacuate to the assembly area.
11. Count the children and do a roll call.
12. Once safe – proceed back to the centre.
13. When back in the centre, count the children and do a roll call and talk to the children about the emergency.

Procedures for Fire Evacuation & Emergencies – 3→4 Years

1. Inform the children we are going to evacuate.
2. Staff member 1 to collect the roll book and evacuation backpack.
3. Staff member 2 to grab the red rope.
4. Stand at the door/exit that you are evacuating from.
5. Ask the children to line up at the door and hold the red rope.
6. Staff member 1 to stand at the front of the line of children and hold the end of the rope.
7. Staff member 2 to stand at the back of the line of children and hold the end of the rope.
8. Evacuate to the assembly area.
9. Count the children and do a roll call.
10. Once safe – proceed back to the centre.
11. When back in the centre, count the children and do a roll call and talk to the children about the emergency.

Procedures for Fire Evacuation & Emergencies – 4→5 Years

1. Inform the children we are going to evacuate.
2. Staff member 1 to collect the roll book and evacuation backpack.
3. Staff member 2 to grab the red rope.
4. Staff member 3 to assist children.
5. Stand at the door/exit that you are evacuating from.
6. Ask the children to line up at the door and hold the red rope.
7. Staff member 1 to stand at the front of the line of children and hold the end of the rope.
8. Staff member 2 to stand near the middle of the line of children assisting the children.
9. Staff member 2 to stand at the back of the line of children and hold the end of the rope.
10. Evacuate to the assembly area.
11. Count the children and do a roll call.
12. Once safe – proceed back to the centre.
13. When back in the centre, count the children and do a roll call and talk to the children about the emergency.

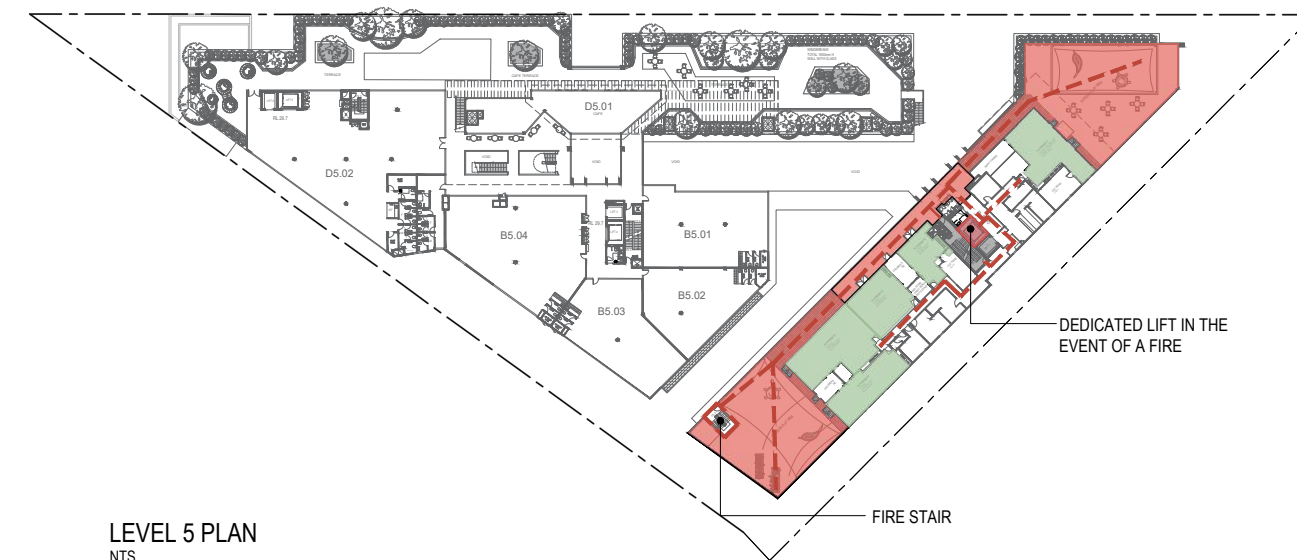
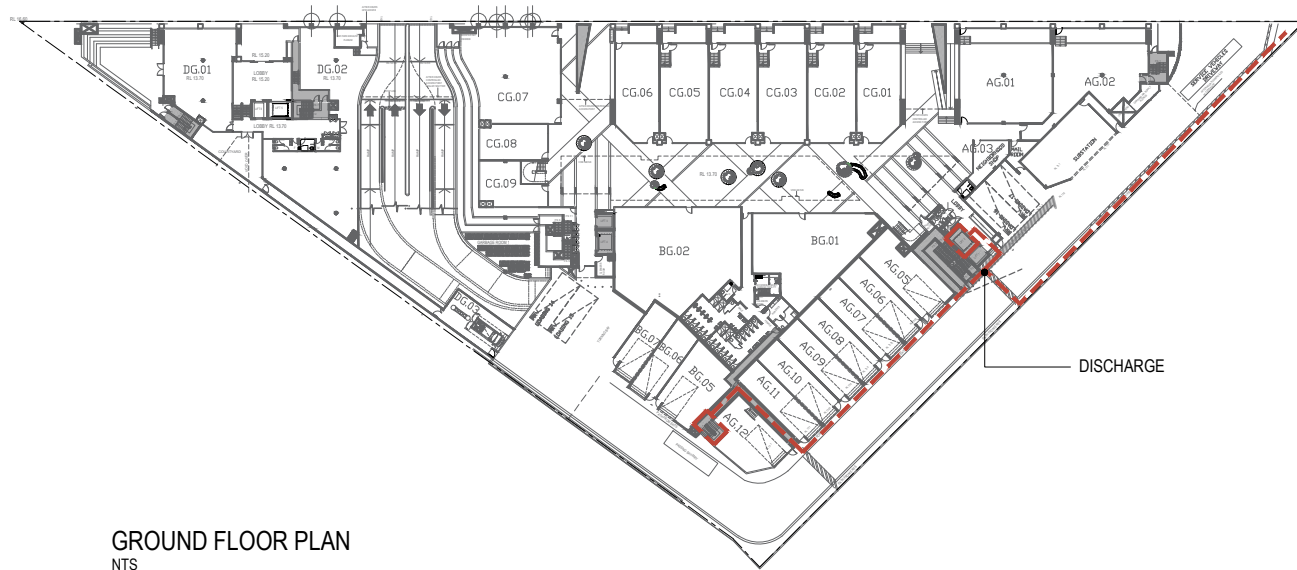
Procedures for Fire Evacuation & Emergencies – Director/nominated supervisor.

1. Blow whistle 3 times in each room and inform the children we are going to evacuate.
2. Grab the
 - a. Sign in/out rolls
 - b. Centre phone
 - c. Your mobile phone
 - d. Key to the centre
3. Assist the children in evacuating.
4. Check all children and staff have left the centre.
5. Count the children and confirm numbers with staff.
6. Proceed to assembly area.
7. Re-count the children and do a roll call.
8. Proceed back to the centre.
9. When back in the centre, count the children and do a roll call and talk to the children about the emergency.

Procedures for Fire Evacuation & Emergencies – cook/kitchen.

1. Blow whistle 3 times.
2. Inform the staff there is a fire.
3. Turn off all appliances.
4. Assist 0→2 years staff to evacuate children.
5. Evacuate to the assembly area.
6. Count the children and do a roll call.
7. Proceed back to the centre.
8. When back in the centre, count the children and do a roll call and talk to the children about the emergency.

APPENDIX B – EMERGENCY EVACUATION PLAN



LOCATION PLAN
NTS



PROJECT:
THE HUB @ LIDCOMBE

DRAWING:
CCC - EVACUATION PLAN

ADDRESS:
2 BACHELL AVENUE LIDCOMBE

CLIENT:
PACIFIC PLANNING

STATUS:
ISSUE FOR DA

JOB No.
18107.3

ISSUE DATE:
18.09.2024

DWG. NO.
DA 252

SCALE:
NTS

REV:
B