

POLICY: 7.1 Emergency Management, Lockdown and Evacuation

Procedure: 7.4 Emergency Drill, Lockdowns and Evacuations

This procedure aims to support the development of an Evacuation and Lock Down Evacuation Plan and provide guidance on the requirement for emergency practice drills.

7.4.1 Linking to Policy

This procedural guidance should be read in conjunction with the Service **7.1 Emergency Management, Lock Down and Evacuation Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents to implement the policy. The procedure covers:

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The Education and Care Services National Regulations Regulation 97 states; emergency and evacuation procedures must include:

- *Instructions for what must be done in the event of an emergency.*
- *An emergency and evacuation floor plan.*
- *For the purposes of preparing the emergency and evacuation procedures, a risk assessment must be conducted to identify potential emergencies that are relevant to the Service.*
- *An emergency and evacuation procedure is practiced every 3 months.*
- *The rehearsals of the emergency and evacuation are documented.*
- *A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit of the Education and Care Service.*

7.4.2 Role and Responsibility of the Service

The Nominated Supervisor will:

- ensure Educators meet the above mentioned legislative obligations, including:

7.4 Emergency Drills, Lockdown and Evacuations Procedure

- before an Educator commences the provision of child care at the Service a risk assessment is undertaken, an emergency and evacuation plan is developed and a drill carried out; and
 - practice drills (emergency evacuations and lockdowns) are performed at least every three months, and the results/evaluation are documented on the Emergency & Evacuation Drill Form.
 - at least annually they will review the emergency and evacuation plan; and
 - reviewing the risk assessment for emergency and evacuation/lockdown situations.
 - make changes to emergency evacuation or lockdown drill if required including updating the procedure on the plan.
- Provide training and additional support where the Educator requires assistance to maintain the legislative requirements.
 - Ensure the Coordinators are reviewing each Educator's emergency practice drill at least quarterly
 - Where new information about any matter which may influence the safety of children comes to light, ensure a new risk assessment is undertaken for the relevant Educator and procedure for the emergency evacuation or lockdown is reviewed and updated.

Coordinators will:

- Support the Educators to complete an emergency risk management process and design an emergency evacuation and lockdown plan based on the context of the residence, their location, and any other mitigating circumstances for example, where any court orders pertaining to custody which may be of concern.
- Ensure Educators have the plan displayed and have performed practice drills for both lockdown and evacuations.
- Review the Educator's evacuation and lockdown practice drills at least quarterly while on their support visits to the Educator's residence.

Refer to the 6.11 Risk Assessment and Management Procedure to identify any relevant potential emergencies.

7.4.3 Emergency Exit Plan

Educators will ensure:

- Work with the Coordinator to undertake a thorough risk assessment of their environment with regards to the best route out of the residence and property, and to identify the most appropriate room for a lockdown area.
- Emergency evacuation procedures are clearly displayed near the entrance and exit area of their residence/venue.

- The following numbers are to be displayed: 000, poison information, Service office, doctor, local police station, and State Emergency Service. **In the interests of privacy, Parents' and Staff details must be kept confidential.**
- All exits are kept clear, and if locked the key is kept easily accessible to enable a quick departure.
- Develop, keep up to date, and prominently display in the residence the fire and emergency evacuation plan which includes:
 - o Emergency warning alarms (smoke alarms).
 - o The location of a fire blanket and or fire extinguisher and keys of doors
 - o Pre-planned evacuation procedures, including routes and exits. Two ways out of each residence should be marked if possible.
 - o Pre-planned designated meeting area which is accessible at all times.
 - o All other instructions relevant to ensuring the safety of children are noted.

7.4.4 Practice Drills

In relation to evacuation and lockdown practice drills, the Educator will:

- discuss the emergency procedures with families at interview time and after each drill.
- provide regular information and updates to support the family's knowledge of emergency procedures.
- use the rehearsal practice drill, informal games and other planned discussions to familiarise children with the evacuation and lockdown emergency procedures.

Practice Evacuation Drill (Every Three Months)

Educators will support each child's sense of security, predictability and safety by conducting practice evacuation and lockdown drills at least every three months and when a new child commences in their setting.

- All persons present at the residence during the evacuation/lockdown drill must participate accordingly.
- Practice drills must be documented by the Educator and kept to show evidence of drills. This is to include the time of the drill, children participating, and a brief evaluation of how the rehearsal evacuation plan went. These will be sighted and signed by the Coordinator quarterly, these plans will be reviewed at re-registration time and a copy will be kept on the Educator's file.

Practice the drill – evacuation and lockdown:

The practice drills are a key strategy to promote children's safety and the Educator should think about what they need to consider in cases of an emergency evacuation. Managing four to seven

children is not easy and requires thought and consideration. The following is a process to support Educators in thinking about how they can ensure the safety of children and themselves:

Evacuation Drills:

- Alert the children of danger
- Tell the children if this is an emergency evacuation or lockdown
- If evacuation:
 - o Ascertain if all children are present – tell the children we have to ensure we are all together and listening
 - o Collect their mobile phone
 - o Remain calm and reassure children by calmly assisting the children in evacuating
 - o Model using the back of your hand to check closed doors for excessive heat before opening and talking about this with children
 - o Encourage children to crawl low as smoke and heat builds from the ceiling down.
 - o Close the doors of rooms where no children are located to prevent the fire from spreading
 - o Talk about the closest exit, evacuate through the nearest exit
 - o Go to your designated meeting point
 - o Debrief with children, what did they notice, what will they need to do if there was a fire. Encourage children to talk about their experience with each other and their family
 - o Notify the families that the drill occurred and encourage them to discuss their process of evacuating at home.

Educators are also encouraged to support children's knowledge of fire safety. Queensland Fire and Emergency Services have some great resources to assist with this process - <https://www.qfes.qld.gov.au/community-safety/kids/Pages/default.aspx> and Fire and Rescue NSW also have an activity booklet worth looking at to adapt the activities to preschool children. <http://brigadekids.com/activities/activity-book-brigade-kids>

Lockdown Drills:

- Alert the children of danger outside and need the to lockdown
- Collect mobile phone
- Remain calm and assist children in moving quickly into the designed lockdown room
- Close doors and windows and pull all curtains, and speak quietly about this process while reassuring the children
- Once this occurs discuss what just happened with the children, talk about how we keep ourselves safe by going to the lockdown room
- Encourage children to talk about this with families

- Inform families about the practice drill and encourage them to speak to their children about their experience.

Complete the Emergency Fire Drill Form and consider if changes are required on the Emergency Evacuation and Lockdown Plan.

7.4.5 Evacuation Procedure

- Immediately evacuate children and adults in a safe, quick and calm manner by talking to them about getting down low (if the fire is present the smoke rises) and go go go.
 - o If the nearest exit cannot be used, then use the nearest alternate exit.
 - o Collect the mobile phone
- Use the back of your hand to check closed doors for excessive heat before opening. Crawl low as smoke and heat builds from the ceiling down.
 - o Account for all children and adults
 - o **Dial 000 (or 112 depending on mobile service)** from your mobile or neighbour's phone for the fire/rescue brigade and ambulance. If anyone is missing, tell the fire/rescue brigade, do not return to the house.
 - o Comfort any children in distress and treat any injuries
 - o Contact the Service
 - o Contact all parents.
 - o Complete incident report as soon as possible, once the emergency has been managed and is over.

7.4.6 Lock Down Procedure

- Calmly lock all doors and windows and gather all children together.
- Move to an area of the house that is secure and not easily visible to any threats from the outside. If within the residence, go to a secure lockable room.
- Contact emergency services Dial 000 (or 112 depending on mobile service).
- Remain calm, and as quiet as possible, until the all-clear signal is given from the appropriate person.

In the event of an emergency evacuation or lockdown, Educators will contact the Service office as soon as possible to notify the Nominated Supervisor of the incident.

The Educator will complete the Incident, Injury, Illness, Trauma Record within 24 hours. The Educator may request the support of the Coordinator to complete this process.

The staff will follow the 10.4 Serious Incident and Emergency Procedure.

7.4.7 Frequency of Emergency Drills

Emergency evacuation procedures must be practiced regularly with the children (at least once every three months) and shortly after a new child starts at the Educator's residence.

7.4.8 Records of Emergency Drills

A record (Fire Evacuation Drill Form) showing that the above drill will be kept stating the date, time, and any comments and signed by a Coordinator.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

Policies

7.1 Emergency Management, Lock Down and Evacuation

Forms

Evacuation / Lock Down Record

Reference

Refer to 7.1 Emergency Management, Lock Down and Evacuation
Queensland Fire and Rescue *Evacuation Plans* www.fire.qld.gov.au
Qld Govt State Emergency Service, Evacuation Plans, retrieved 29th Dec 2019,
<http://www.fire.qld.gov.au/commServiceysafety/home/evacuation.asp>