



EMERGENCY AND EVACUATION POLICY

(M)

Mandatory – Quality Area 2

CSReg Div.6 Reg66

PURPOSE

- To ensure that in emergency situation evacuations are carried out as safely as possible and in an orderly manner.
- Minimise any harm coming to anyone as a result of the emergency situation at hand.
- To ensure that all staff respond appropriately to an emergency situation by implementing the appropriate actions to the situation

SCOPE

This policy applies when people attend Outlets Co-operative Neighbourhood House Ltd during our weekly operational hours and also when groups are utilizing the premises outside of normal working hours.

This policy applies to Approved Provider, Committee of management, Nominated Supervisors, day-to-day Supervisor, Educators, Placements, Student, persons, volunteers, private rental groups, visiting specialists, tutors, children and any visitors attending the centre.

Background and relevant legislation

Outlets Co-operative limited operates from Monday through to Friday from 9am-3pm.

The operational hours are clearly displayed on the wall at the front entry of the building and also at the rear of the centre in the foyer.

The centre has meeting rooms for hire during operational hours and after hours by agreement.

We provide support to the community through various activities and programs.

The building itself is brick rendered on the North and West sides; South and East are weatherboard.

We are situated next door to a garage/ petrol station and hairdresser. We are in walking distance to the shops situated at the top end of Mason St.

Newport railway station is also within a short distance of our Centre.

Other neighboring properties are mostly residential.

PROCEDURE

- Approved Provider, CoM and staff are aware of the importance of having a **Safety precautions** and **emergency evacuation** procedure and plan in place which is displayed in a visual area for all house users, patrons to see.
- An **Emergency whistle** is situated in Office entry near power light switch to be used to alert other house users of an emergency situation.

The Approved Provider, staff and all mentioned in the above scope, and who it applies, recognize

- That various procedures and minimizing risk strategies that are put in place to help minimize the event of an emergency will not give them a false sense of security that an emergency will not occur.
 - Children's Services Regulations 32/2020
 - Children's Services Act 1996
 - Occupational Health and Safety Act 2004
 - Risk Management Plan and Priority Record Template

Fire safety

Portable fire extinguishers are situated in six areas of the house noticeable by signage

1. Fire Hose -connected to mains and fitted with Snort for connection
2. 3.4kg extinguisher by the Front door to be used for electrical or flammable liquid fires.
3. 9.1ltr extinguisher in Room 5 for electrical fires.
4. 9.1ltr extinguisher located in foyer outside Disable Toilet for non-electrical fires.
5. Extinguisher in Corporate Room MP11 – under sink for electrical or flammable liquid fires.
6. 2.3kg extinguisher in the kitchen for electrical or flammable liquid fires.

These fire extinguishers are serviced half yearly (June and December) by the FES.

They are positioned in order to cover all areas of the centre.



Emergency

Emergency Evacuation Plan

are positioned on walls, in each room.

Please follow instructions for evacuation procedures as indicated on this Plan.

X3 assembly (gathering) areas and Safe places to walk to are marked on Plan.

As members of the public use this centre they need to be aware that a procedure and assembly area has been developed and implemented.

The staff at the Centre will receive training in the use of a fire extinguisher and emergency procedures and update their first aid certificate prior to the expiry of the existing one.

Emergency Procedure

Emergency service numbers are positioned/displayed on wall, in each room

throughout the centre; these numbers include Police, Fire, Ambulance – **in case of emergency dial 000**

Follow procedure as to location and incident

On detection of an emergency situation which has the potential to jeopardize the safety of others in attendance at the centre first call 000

Evacuation should follow – Child room – Educators, Supervisor to use “safety walking rope” for Children to walk together and pram to place babies in to evacuate Centre to assembly point.

Emergency first aid steps are carried through until emergency services are in attendance.

First aid should commence once it is safe to do so.

Heart Defibrillator – situated in Office and maintained yearly. 2 pads being *Adult and *Child included.

3x Smoke Detectors – located in Creche foyer, Kitchen + Fire Blanket, Corporate MP11 + Fire Blanket

Sensor Emergency lighting (wired) located Creche foyer, Corridor and Corporate MP11 Room

The CoM, Approved Provider MoC/PMC of the centre shall ensure the following:

- An assessment of potential hazards in the centres shall be conducted and a risk minimization plan shall be developed for the centre in consultation with staff and the Committee of Management.
- Ensure that all staff responsible for the care of children at the centre attend and maintain recognized training in emergency management and first aid.
- Ensure that all relieving staff at the centre are aware of the emergency evacuation procedure.
- Ensure that at all times there is at least one staff member present that has been trained in CPR, first aid and the use of fire extinguishers.
- Provide access on request of this policy to all parents/guardians and house users and ensure they are aware of this policy.
- Display an up-to-date emergency evacuation procedure/plan in a key location at the centre.
- Comply with procedures outlined in Children’s Service regulations 32/2020 (Prescribed information).
- Display an Emergency Contact Card beside all phones.
- Ensure that an Attendance listing all adults and children at the centre at any given time is kept.
- The volunteer, staff, Student, adult class roll attendance is located in the office,
- Childcare attendance record book (Kiosk) iPad is located at the entry of Centre
- Contact CCCFR and QAR and complete Reporting procedures - templates

Ensure as per CS Reg66(3)(a) the emergency evacuation procedures are **rehearsed every 3months** by the staff members, volunteers, and children present at the service on the day ; and (b) the rehearsals of the emergency and evacuation are documented.

Nominated Supervisor, Educators responsible for the children in attendance shall ensure the following:

- Each child in attendance has a completed enrolment form which is kept in the front office
- Each child in attendance has been signed into the crèche on the attendance book (Kiosk) by the nominated responsible person
- Upon departure of the crèche room each child has been signed out of the attendance book (Kiosk) by the nominated responsible person indicating the time they have left



- Follow emergency procedures ensuring that all children have been evacuated to the assembly point safely and are accounted for (the attendance book (kiosk) must accompany the nominated childcare staff member at all times).
- Ensure that a head count and roll call is conducted at each stage of the evacuation procedure to ensure that all children are accounted for.
- Report any noticeable hazards to the Approved Provider which they feel could be a potential hazard.
- Ensure that emergency evacuation points are kept clear and are accessible at all times
- Use of "Safety Walking Rope" to walk toddlers to Assembly Area
- Use of Pram to place multiple babies in.
- Ensure that they fully understand the emergency evacuation procedure
 - Call an ambulance immediately by dialling 000
 - Commence trained first aid measures.
 - Direct contact by a staff member to parents/guardians whilst continuing first aid.
 - Direct contact to the persons to be notified in case of an emergency if the parent/guardian cannot be reached by a staff member.
- Practice surprise emergency evacuation procedures as directed by the Approved Provider
- Comply with procedures outlined in Children's Services Regulation 32/2020 (Prescribed information).
- If MoC/PMC absent contact CCCFR and QAR reporting procedure- Serious and Critical reports

Ensure as per CS Reg66(3)(a) the emergency evacuation procedures are rehearsed every 3 months by the staff members, volunteers, and children present at the service on the day ; and (b) the rehearsals of the emergency and evacuation are documented.

Parents/guardians of children shall ensure that:

- They comply with procedure in Emergency Evacuation Plan Sch.1 and Emergency Procedure Sch.2
- They comply with all relevant policies in the centre.
- They request to view any policy; they would like to view.

All Patrons, Staff, Volunteers, Students enrolled in a course at Outlets shall ensure that:

- They have completed a class enrolment form
- Have notified the tutor or office if they have left class early
- Shall abide by the rules set out for all class attendees
- Shall follow the direction of the Approved Provider, Nominated Supervisor or Day-to-day Supervisor in an emergency situation.
- Are familiar with all emergency evacuation points and assembly points

Related Documents and Policies.

Enrolment forms for a child in attendance.

*Enrolment for students enrolled into a class.

Enrolment procedure.

Relevant policies –

Enrolment Orientation Policy,

Incident, Trauma, Injury and Illness Policy

Emergency - Schedule 1 & 2

House rental and centre lock up procedure.

Documents to be taken with Staff in the case of an emergency:

Childcare attendance book (Kiosk) iPad,

Volunteer attendance book,

Class role,

Staff attendance record

Emergency evacuation procedure

First Aid Certificates



House lockup procedure.

Ensure that any heating or cooling appliance is switched off

Ensure that all windows are locked, and blinds closed.

Lock classroom doors where computer equipment is situated.

Ensure that doors accessing outside are locked.

Prior to locking the front door ensure that the alarm is armed.

Doors should be able to be opened from the inside, without the use of a key when the centre is occupied, this is particularly important in the event of a fire.

ATTACHMENTS

Emergency Evacuation Plan - Schedule 1

Emergency Procedure - Schedule 2

Reporting Templates – if applicable

Attachments – Report templates: Access Computer – Desktop... go to file... 'Cc Serious Incidents'

The Report Template Form YOU NEED to complete denote an 'a' in front of Title

Recording/Reporting -

- aQAR Incident, Injury, Trauma and Illness record – Template (Vic)-Interactive
- aCCCFR Serious Incident Notification Form – Template (CCCFR)- Interactive
- aOutlets Accident, Injury, Trauma and Illness -Template – Outlets Co-op Neighbourhood

within 24hours of Incident/Emergency

Email: wmr.gar@education.vic.gov.au

Email: CCCFR@education.gov.au

AUTHORISATION

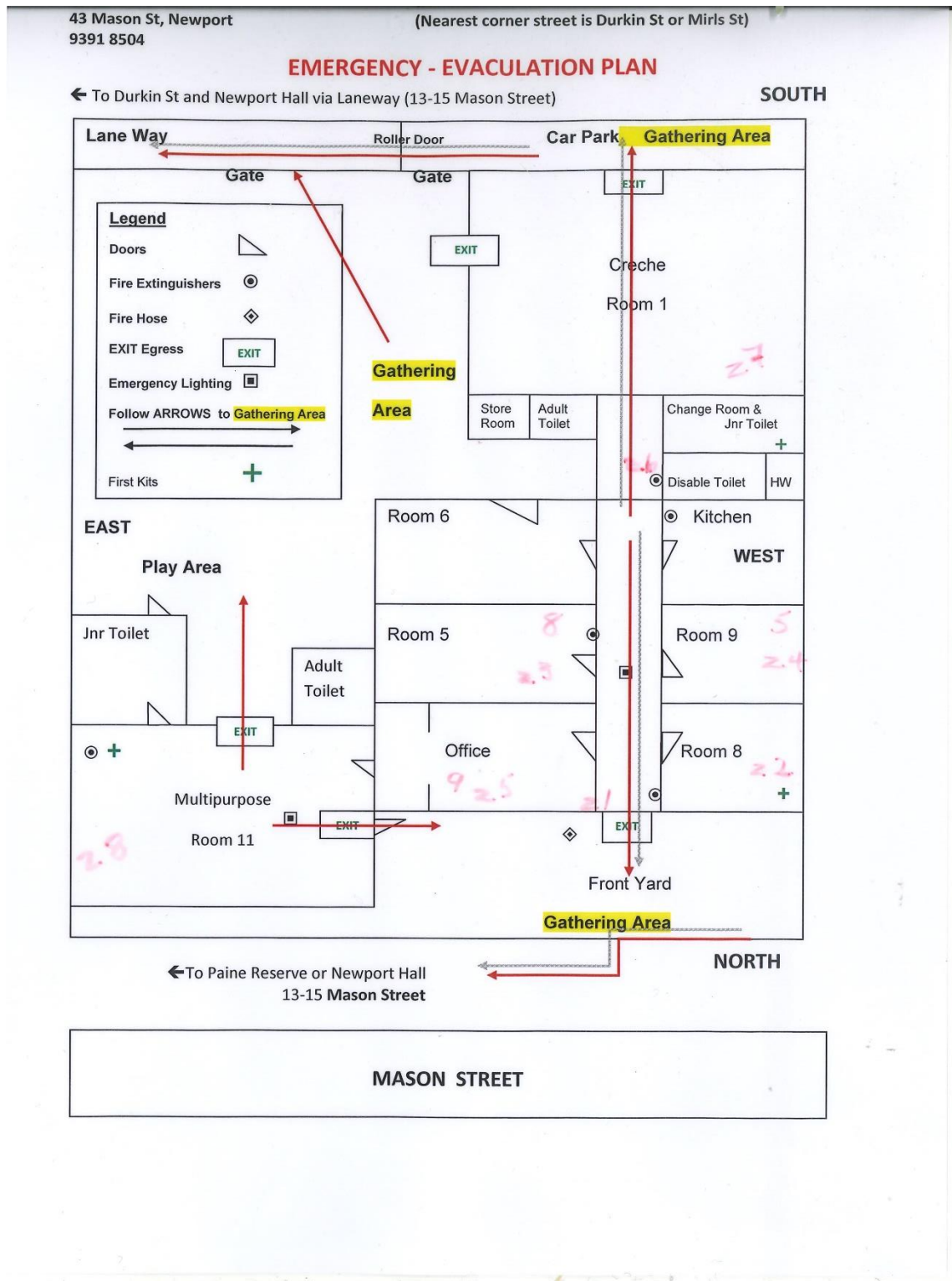
This policy was adopted by the Approved Provider of Outlets Co-operative Neighbourhood House LTD in July 2020

Updated 27/7/2023

REVIEW DATE: 23/05/2024



Emergency Plan – Schedule 1





Emergency Procedure – Schedule 2

Emergency Procedure

Incase of Fire Senior Staff Member takes charge.

1.Evacuate Immediately:

A whistle at either end of the house will be blown. The Head Childcare worker is to retrieve the daily attendance book (Kiosk-iPad).

All adults in the house, if possible, are to assist staff in evacuating the children who are hand in hand “safety walking rope” through the safest exit to designated assembly areas.

Nominated Supervisor, Head Childcare will roll call children.

2.Shut all doors.

To stop all draughts. Air and oxygen feed fire.

3.Extinguish if safe to do so.

All staff should know how to operate installed equipment.

4.Do not allow persons back into the building.

As you may lose track of them and a loss of life may be the result of it.

PHONE:

Emergency – 000

Fire Brigade – 11441

Police (Williamstown) – 9393 9555

Emergency Information

1. **Street Name:** Mason St
2. **Number of House:** 43
3. **Suburb:** Newport
4. **Nearest cross st:** Mirs

Assembly Area

1. **Front Yard:** If fire is at back of house
2. **Play area:** If fire is on kitchen side
3. **Back Yard:** If fire is at front of house

Refer to map

← Once assembled, move to assigned safety area:

Newport Community Hub 13/15 Mason St, Newport VIC 3015