

EMERGENCY AND EVACUATION POLICY & PROCEDURE

Sections 167, Regulations 97,98, 168, 170-172

EMERGENCY AND EVACUATION POLICY

Policy Statement:

We are committed to ensuring the safety, health and wellbeing of children attending our education and care service by identifying the risks and hazards of emergency and evacuation situations.

Children, educators and staff will regularly rehearse our emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation.

Background:

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for emergency and evacuation to minimise risk of harm to children. Services must have policies and procedures which set out what must be done in an emergency and to have an emergency and evacuation floor plan that is displayed in a prominent position.

Emergencies can include:

- Cyclone
- Flood
- Fire or bushfire
- The presence of dangerous animals or insects
- Other situations that require a lockdown to be implemented
- A situation that requires the evacuation of the premises.

An emergency may also include an accident or sudden illness that requires the immediate response of educators. It may include an asthma attack, seizure or an anaphylactic reaction.

The Nominated Supervisor (Principal) must ensure that Early Learning & Community Centre services are included with all other aspects of the site emergency procedures. There must be close links and liaison between the Nominated Supervisor (Principal & Deputy Principal), the Responsible Person, the Work Health and Safety Coordinator and ELCC staff to ensure consistency.

National Quality Standards (NQS) Links

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY

2.2	Safety	Each child is protected.
2.2.3	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
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Legislative Requirements:

Regulation 97 – Emergency and evacuation procedures

- In the Centre the emergency and evacuation procedure will set out:
 - Instructions of what must happen in an emergency
 - An emergency and evacuation floorplan
- The Centre must have a risk assessment to identify any potential emergencies that may occur during an emergency and evacuation procedures.
- The risk assessment will be reviewed every year or as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children at the Centre.

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- *During the review if an update is needed, this must occur as soon as practicable.*
- *The Centre will practice emergency and evacuation procedures every 3 months with all staff, volunteers and children present at the Centre, led by the responsible person for the Centre at the time.*
- *The rehearsals of the emergency and evacuation procedures are documented.*
- *A copy of the emergency and evacuation floorplan and instructions are displayed in prominent positions near each exit at the Centre and are specific to each room.*

Regulation 98 – Telephone or other communication equipment

- *The approved provider must ensure that when at the Centre, nominated supervisors and staff members of the service have ready access to an operating telephone to enable immediate communication to and from parents and emergency services.*

Regulation 168 – Education and care services must have policies and procedures

- *Our Centre has policies and procedures as set out in sub regulation 2 in Regulation 168.*

Regulation 170 – Policies and procedures to be followed

- *Nominated Supervisors, staff members and volunteers have an understanding of all policies and procedures and ensure they are followed at the service.*

Regulation 171 – Policies and procedures to be kept available

- *Digital copies of our policies and procedures are available via a QR code in our foyer, in our digital PowerQIP and in our handbook. A hard copy of our policies and procedures can be found in the ELCC office.*

Regulation 172 – Notification of change of policies and procedures

- *All families are notified and sent updated policies and procedures.*
- *If a change to policy is planned, significantly affecting families, they will be given 14 days notice*

Principles to inform the policy:

All decision-making should be carried out in accordance with the principles of our Centre's Emergency and Evacuation policy.

- *The safety, health and wellbeing of children is a paramount consideration for our service. Therefore, we conduct rehearsals and reviews of our emergency and evacuation procedures.*
- *Our educational program promotes opportunities for children to learn and develop in all aspects of the program. Key skills such as gross motor, coordination, language and cognitive skills can be practiced during evacuation rehearsals.*
- *We are committed to regular communication with families about all aspects of the educational program, their child's development, and the service. This includes information about emergency and evacuation procedures.*
- *Our educators and staff are key to our service's effective operation. Part of the training and development they receive focuses on our Emergency and evacuation policy and procedures. This includes conducting and documenting evacuation rehearsals in accordance with regulatory requirements.*

Key Terms:

- **ACECQA (Australian Children's Education and Care Quality Authority):** The independent national authority that administers the National Quality Framework.
- **Australian Standards:** Australian Standards are documents that set out specifications, procedures and guidelines that aim to ensure products, services, and systems are safe, consistent, and reliable.
- **Direct Egress:** 'Direct egress' means the ability to move and directly exit to an assembly area that is at the same level as the education and care service and is outside the service premises and away from the building. This does not include travelling through sets of stairs (including fire isolated stairwells), busy occupied areas, traffic or other hazards, or obstructions.
- **Emergency:** An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down or other type of emergency response.

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- **Emergency drill/rehearsal:** A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response.
- **Emergency service:** Includes ambulance, fire brigade, police and state emergency services.
- **Evacuation floor plan:** An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults. It may also have the name 'evacuation diagram'.
- **Evacuation route:** Continuous path of travel (including exits, public corridors and the like) from any part of a building to a safe place.
- **Fire safety adviser:** A specified role in some jurisdictions. May coordinate fire safety management plans, fire and evacuation plans, procedures, review and practice, and give or arrange instruction to staff on evacuation and the operation of firefighting equipment.
- **Harm:** Physical or mental injury; hurt.
- **Hazard:** An unavoidable danger or risk, even though often foreseeable.
- **Lock down:** A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved.
- **Lock in:** A security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved.
- **Lock out:** A security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved.
- **Risk:** Exposure to the chance of injury or loss; a hazard or dangerous chance.
- **Risk assessment:** A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.

Links to other policies:

Refer to related policies and procedures,

- Providing a Child Safe Environment
- Dealing with Medical Conditions in Children
- Enrolment and Orientation
- Excursions
- Delivery of Children to, and Collection From, Education and Care Service Premises
- Incident, Injury, Trauma and Illness
- The Administration of First Aid

Induction and Ongoing Training:

- Induction training and ongoing training will be provided to managers, coordinators, educators, and staff to assist them in fulfilling their roles effectively in implementing this policy.

Policy Created/Reviewed:

- This policy was created in January 2024 and will be reviewed annually or as necessary to ensure compliance with regulations and alignment with best practices.

Monitoring, Evaluation, and Review:

- This policy will be regularly monitored for compliance by designated staff members and reviewed as necessary to ensure it aligns with current regulations and guidelines.

References:

1. ACECQA
2. South Australian Health Policy and Regulations
3. Catholic Education South Australia Policy and Regulations

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Reviewed by David Meziniec
Tenison Woods College Principal



Signed:
Dated: 14.7.24

Reviewed by Fran Scanlon
Early Learning & Community Centre Director



Signed:
Dated: 11.7.24

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EMERGENCY AND EVACUATION PROCEDURE

Procedure Statement:

Tenison Woods College Early Learning & Community Centre considers the safety of families, children and staff is paramount. Pivotal to our overall safety procedures is the management of emergency situations. Our procedures are practiced and reviewed every three months; however, due to extended hours of business, the ELCC will ensure that all families are made aware of, and the children will be involved in practice evacuations throughout the year.

Procedure:

Location

This policy and procedure will be kept in the Director's office and a soft copy will be available via a QR code in the foyer and online for staff to access in the Centre's digital files.

Signing in and out

It is important all sign in and out processes are followed allowing Administration staff and the responsible person to know what children, staff and volunteers/visitors are in the Centre if an emergency and/or evacuation occurs.

- All children are to be signed in and out by their responsible adult on the Spike system as outlined in Delivery and Collection of Children Policy and Procedure.
- All staff's hours are recorded on the weekly roster. If they leave the Tenison Woods College premises during their shift they must sign out and in using Passtab located in the entry.
- All volunteers and/or visitors to the Centre will sign in and out using Passtab in the entry.

Emergency evacuation plans

- Emergency evacuation floorplans are clearly displayed near the main entrance and exit of each room and are to be followed in the event of fire, natural disaster or other emergency. These are updated every five year or when required by the WH&S Coordinator, Trudi Dempsey. The Director reviews these annually.

The evacuation plan will include:

- A safe assembly area, with its own escape route, away from access areas for emergency services and the building; where relevant and practical, use the same assembly areas as the school;
- Alternative evacuation path if the first path is blocked or deemed dangerous.
- An alarm/siren or other method to give notice of an emergency;
- A second assembly area in the event that the first assembly area becomes unsafe;
- Unobstructed routes for leaving the building, which are suitable to the ages and abilities of the children (special consideration must be given to the evacuation of children with disabilities);
 - An emergency pack stored away from the building, including items such as blankets and First Aid kit;
 - No-one re-entering the building until advised it is safe to do so by the officer in charge of the emergency service.

Evacuation and Lockdown drills

WH&S coordinator, Trudi Dempsey, will notify Leadership when the evacuation drills are to be practiced by the entire school, including the ELCC.

- Fire evacuation drill will occur in Term 1 & 3
- Lockdown drills will occur in Term 2 & 4

Evacuation process

If an evacuation occurs:

- The evacuation bell will ring all over the Campus (ELCC and the College) all staff to follow the evacuation procedure.

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- If a room has left the Centre prior to the evacuation (eg Sport, Library), the movement has been recorded on window in main piazza. The responsible person with this room, who has their phone, is expected to follow evacuation procedures from wherever they are in the school.
- Administration staff, Audine Bryant and Tanya Thomson, to gather attendance rolls for the day and emergency medical bag with Centre medicine, including asthma inhaler, epi pen, general First Aid and water.
- Administration staff to distribute attendance rolls to teachers and account for all staff, volunteers and visitors.
- Administration staff, Fire Warden and responsible people to take phones if quickly accessible and it does not put themselves or children in danger.
- Fire Warden (Fran Scanlon) to ensure the building is empty and all windows and doors are closed to stop the spread of potential fire.
- Responsible people for rooms (Teachers or Diploma educator) to quickly bring children together, do a head count and ensure they have the correct amount of children, or let the Fire Warden know and exit the building. They are to direct one staff member to bring an ipad to gain access to Spike.
- If a child has a disability and no safe access to their wheelchair, pram or inclusion equipment, staff may use the emergency trolley to quickly exit with this child.
- The children will be in a line with the Teacher at the front and all other staff at the back, supervising the children and ensuring their safety. These lines begin at the fire evacuation sign in front of the Reception Community building on the oval.
- The Fire Warden for ELCC, Fran Scanlon, will inform the Chief Warden, Trent Eitzen, when all children, staff and volunteers are accounted for, or who is missing.
- When the emergency services personnel arrive, the Chief Warden will inform the officer in charge of the nature and location of the emergency, and of any missing children, educators or other staff.
- All children and staff to stay in the evacuation area until the all clear is given by Chief Warden.

Emergency resources

Fire extinguishers

They will be installed and maintained in accordance with Australian Standard 2444. Fire Wardens will be instructed in their operation. Fire Warden will attempt to extinguish fires only when:

- A fire is burning in the exit and is preventing the safe evacuation of the children and staff;
- The children have been evacuated from the room;
- The fire is small;
- There is no danger to the person operating the extinguisher and the person is well trained and confident in its use;

Fire blankets and smoke detectors

Services will have a fire blanket, ensure that appropriate and functioning smoke detectors are installed and that there is a residual current device fitted.

Testing and tagging electrical items

Testing and tagging electrical items will occur every 3, 6, 12 or 24 months depending on the item being tested. This is to ensure they pose no risk and is directed by the WH&S Coordinator, Trudi Dempsey.

Bushfire Response Plan – taken from Tenison Woods College policy and procedure

Fire Ban Rating

In the warmer months of the year, fire bans or restrictions are determined for various South Australian regions by the [Country Fire Service \(CFS\)](http://www.cfs.sa.gov.au/site/news_media/current_incidents.jsp) at http://www.cfs.sa.gov.au/site/news_media/current_incidents.jsp

Catastrophic Category

Where a **catastrophic fire** danger rating is forecast for the Lower Southeast District, Tenison Woods College ELCC will make all families aware of the risk that day, highlighting the risk for regional families, travelling from a greater distance of 30 kilometres.

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Under the direction of the Nominated Supervisors, the Principal and Deputy Principal of Tenison Woods College or Principal's Delegate, the Tenison Woods College Early Learning & Community Centre families and staff will be informed by the ELCC Administration staff via email & Seesaw. The Police and ABC local radio will also be informed. As part of this notification, parents/guardians and staff will be advised that children are not required to attend ELCC on this day as travelling through a fire prone area is dangerous.

Procedures for a Catastrophic Fire Ban Day

- In days of extreme weather, the College will monitor the CFS website to determine the fire ban rating for the following day and inform the Principal or Principal's delegate;
- The Nominated Supervisors (Principal or Deputy Principal) or Principal's Delegate will inform the local police of this decision;
- ELCC Administration will send this information out via email to all families and post on Seesaw app as a message for all families.

Fire Response

If there is a fire in the College service area, the Nominated Supervisors (Principal or Deputy Principal) or Principal's Delegate will contact CFS to determine:

- The location of the fire;
- Where it is expected to move next;
- The risks faced by people in the area;
- What the public is advised to do about those risks; and
- What the CFS is doing about the situation.

ABC Radio is the official Bushfire Information and Warning Station. Should Bushfire Information and Warning Messages be issued, they will be aired on this station. It is the responsibility of each member of the community on days of high fire danger to listen to this station for information about fires that may be burning in the area.

Key expectations of staff, children and families

In collaboration with the relevant Emergency Services personnel and the CFS, the College Leadership Team will assess the potential risk of the hazard and determine the required response. If it is deemed unsafe for children to travel through a particular area, children will be kept at ELCC until families can arrange for them to be picked up.

In responding to bushfire and/or natural disaster alerts, the following procedures will apply:

1. Bushfire alert - The Nominated Supervisors (Principal or Deputy Principal) or Principal's Delegate will email **all staff** the relevant details of the hazard and any action to be taken. Individual rooms will be informed by ELCC management, after email correspondence has been received.

2. Bushfire response

During the ELCC operating hours 7.00am to 6.00pm, in the event of a bushfire in the region which poses a risk to children travelling outside of the city of Mount Gambier, warnings will be sent to all families of risks in the region. They will be advised to either stay at the Centre or in the city boundary, due to the threat.

In the event that children remain at the College due to a bushfire, the College will endeavour to contact parents via SMS, email, website and social media platforms and the College phone 8725 5455 and ELCC phone 8724 4656 will be staffed. In the event that communications to the College are not functioning, parents are encouraged to contact the Bushfire Information Hotline on 1300 362 361.

3. Bushfire Management Plan

The Leadership Team (including the Nominated Supervisors and Day to Day Responsible Person) will enact a communications and child safety procedure for each hazard identified. Information will be communicated to the relevant media outlets and recorded information will be placed on the College website at www.tenison.catholic.edu.au and other relevant communication platforms. Children in the ELCC, if safe, will stay in the ELCC, other locations may include the Barrie Holmes Stadium or the Boardroom, until the *all clear* approval is gained from Emergency Services. Parents and family seeking to collect their children will need to do so in

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person and sign out their child. If it is another person they must follow the ELCC's delivery of and collection policy and procedure.

4. Communications strategy

The Leadership Team (including the Nominated Supervisors and Day to Day Responsible Person) will maintain contact with the relevant Emergency Services personnel. Relevant information relating to the hazard will also be posted on the College website and regular updates will be communicated from the Emergency Services hotline to keep staff and children informed of the situation where necessary.

In the event of a power failure, the school and ELCC will maintain supervised care of affected children in the ELCC vicinity until families can come to collect their children from the Centre.

Summary

Catastrophic Fire Danger Rating

On days when a **Catastrophic Fire Danger Day** has been forecast for the Lower South East District (Region 5), the ELCC will send a warning to all families about the threat of the fire. Parents/carers have the options of bringing their child to the ELCC or keeping them at home on Catastrophic Fire Danger Days. If this occurs, the reduced rate will be put in for families.

It is recommended that all parents/carers implement their Bushfire Survival Plans and monitor:

- **CFS website:** www.cfs.sa.gov.au
- CFS hot line: 1300 362 361
- CFS free app for iPhone and Android phones
- ABC Radio: 1476AM or 1161AM

The College and ELCC will remain open on Catastrophic Fire Days for children who live in the town or have evacuated to the town.

When a day of Catastrophic Fire Danger Rating is forecast on the **morning of the day** of the conditions, affected sites will remain open, unless advised otherwise by the authorised Emergency Services personnel.

Activities during Extreme Temperatures (whether or not there is a Total Fire Ban)

On days of extreme heat (above 36°C) the College will carry out a risk assessment to determine if any excursions that are planned outside of the school will proceed. If a fire ban day is declared in our district, staff and students must remain on site for the day.

See the *Sun Safe/Hot Weather Policy* for further information.

Lockdown – taken from Tenison Woods College Lockdown policy (powerpoint about lockdown in appendixes)

The lockdown procedure is to ensure that students and staff are safe in situations where there is a hazard in the school ground or outside the school that requires students and staff to be locked within buildings for their own safety and wellbeing.

In the event of a lockdown, the lockdown siren will be activated through the schools PA system. This signal will activate a process of locking classrooms, offices, common areas and gates (wherever practicable) as follows:

- **ELCC Responsible Person & ELCC Administration Staff** will lock all doors giving entry to the Centre and ensure all children and staff are safe;
- **Maintenance Staff** will lock all gates wherever practicable;
- **Teachers & Educators** lock Room doors and windows.

Please Note: *Before locking doors, observation will take place to ensure that classes that are outside are not still making their way into the building. Doors are to be locked once classes are inside.*

This will be followed by an automated message over the public address system and automatic computer message across the school network indicating if this is an 'Orange Alert' or a 'Red Alert'.

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- **Orange Alert: Standby/Alert Mode.** (e.g. bushfire, flood, severe storm, chemical hazard)

All staff and students to remain in rooms or move into nearest possible supervised room.

Staff are to lock all external doors and windows. Students and staff to remain in locked classroom until all clear signal is given.

- **Red Alert: Action Mode.** (e.g. siege or violent incident or threat)

Lockdown immediately due to an immediate threat.

Ensure windows and doors are locked. Everyone to remain in classroom until the 'All Clear' signal is given. Turn out lights and move to less visible part of the room. Take shelter under furniture. Keep as quiet as possible.

- Woods Room, ensure all three doors are locked and move under furniture in the far corner of their room.
- Champagnat Room to move into the Resource Room and ensure the door is locked.
- McAuley Room to move under furniture and lights off.
- MacKillop Room to move under furniture, lights off and pull-down blind.
- If in the Early Steps Piazza, move under furniture in far corner next to resource room and turn off lights.
- If in the Kindy Piazza move under furniture in far corner next to the community room and turn off lights.
- If in the Staffroom, lock the door and move under furniture.
- If outside, children quickly ushered inside and to move into the closest room and be directed by staff.
- Administration staff to move under furniture and lock the doors.

Staff to switch on personal mobile phones (if applicable), log onto computer network and activate email system (if applicable)

Please Note: Please leave room phones free for incoming and outgoing emergency calls only. Staff must only move to different areas of the school to assist with the lockdown if it is safe to do so.

Remain in this position until the "All Clear" is announced. Once the "All Clear" is given all staff and students resume normal duties unless otherwise advised by the Principal or nominated representative.

The Principal or nominated representative will also activate the 'Critical Incident Management Plan'.

Bomb threat - taken from Tenison Woods College Bomb threat procedure

Bomb threats may be received either by phone or in writing and need to be investigated and treated as genuine until proven otherwise. Threats received by phone result in the disruption of normal College/ELCC activity while emergency services investigate them. If a bomb threat is received it is important to remain calm as the information given by the caller and replies to questions asked by the person taking the call could be of vital assistance to the police.

Lines of communication must be in place prior to a bomb threat being received. Staff members who are likely to receive such calls should be trained in what to do. Prearranged procedures should be in place to inform the Chief Warden (Principal or Deputy Principal) in the event of a bomb threat/telephone threat.

IF A BOMB THREAT IS RECEIVED BY PHONE

Person receiving the call:

As far as possible:

- Stay calm and ask the caller to repeat the threat.

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- Keep the caller talking as long as possible and attempt to gain attention of a co-worker (a hand written note or cue card with BOMB THREAT can be displayed without interrupting the call and the co-worker, once informed a threat is received, must call the Chief Warden (Principal or Assistant Principal).
- If alone, attempt to call the Chief Warden (Principal or Assistant Principal) on another phone without hanging up on the caller.
- Complete the Bomb/Telephone Threat Checklist as the call takes place (the checklist should be easily accessible – see attachment 2).
- Record exactly what is being said, enquire the name of the caller and from where the call is being made. Ascertain the location of the bomb and when it is set to go off.
- Pay close attention to the voice of the caller and any peculiar background noises.
- **Do not hang up the phone**, as in some circumstances, an investigation by the police may result in the call being traced (the caller's line can stay "live" for up to four minutes, which may be enough time to identify the origin of the call).
- Be available to discuss the threat with the police on their arrival.

IF RECEIVED IN THE ELCC, NOTIFY THE SCHOOL AS SOON AS POSSIBLE, THE PERSON IN CHARGE AND THE CHIEF WARDEN.

Chief Warden:

- Contact Emergency 000 immediately and request the Police.
- Evaluate the threat:
 - Specific threat – the caller will provide detailed information which could include a description of the device, why it was placed, its location, the time of activation and other details. This threat is less common, but more credible;
 - Non-specific threat – the caller may make a simple statement to the effect that a device has been placed. Generally, very little additional detail is provided before the caller terminates the call.
- Assess the situation and make a decision regarding evacuation .

If a decision is made to evacuate:

- Wardens to ensure that all windows and doors are left open to lessen any effect from a blast and reduce damage to the building.
- Check exit route for suspicious objects, then follow evacuation plan as per normal.
- Gas lines should be shut off at the main shut off switch.

IF A BOMB THREAT IS RECEIVED IN WRITING

The written threat should be kept, including the envelope or container. Once it is recognised as a bomb threat, further unnecessary handling should be avoided in order to retain evidence such as possible fingerprints, handwriting, typewriting, paper and postmarks.

This evidence should be protected by placing everything received in a clean plastic bag.

IF A BOMB THREAT IS RECEIVED FROM A PERSON ON THE SCHOOL/COLLEGE SITE

- Evaluate the person/s making the threats.
- Has the person a complaint against the school/College or a staff member?
- Is the person under the influence of alcohol or drugs?
- Was the threat made in a joking manner?
- Take note of appearance, clothing, age and identifying marks of the person/s
- Immediately notify the Chief Warden if it is possible to do so
- Complete the bomb threat checklist
- Be available to assist the police with enquiries

THE DECISION TO EVACUATE

The decision to evacuate is made by the Police or in their absence, the Chief Warden (Principal or Deputy Principal). Some factors to consider when making the decision are:

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- Was it a child or adult who made the call?
- Was the threat actual or potential?
- Has it happened before?
- Was the voice recognisable? If so, who was it?
- Will immediate evacuation expose staff and students to a greater danger?
- Has there been a recent problem/incident that may have a bearing on the call?

SUSPICIOUS DEVICE

If a suspicious object is seen:

Under no circumstances is the object to be moved, touched or tampered with.

- Endeavour to prevent other people from nearing the suspicious object.
- Inform the Chief Warden of the sighting.
- Don't tell other persons.
- Mobile phones are not to be used within 150 metres of the object.
- Portable two way radios may be turned on, but may not be used to transmit within 200 metres of the object.
- All windows and doors should be left open to help dissipate the effects of the blast and reduce damage to the building.
- Gas and electricity should, if possible, be isolated.

The Chief Warden will:

- Evaluate the threat and make a decision to evacuate to a safe area. (The safe area should be one that affords safety in respect to the detonation of the device. This area may be a different location to the normal Designated Safe Area/s).
- Ensure that all personnel reach and remain in the safe area.
- Contact the Police, informing them of:
 - the exact location of the device
 - a description of the device, if known
- Ask that the person who can most assist the police in their investigations be available on their arrival.
- Where required, be available to accompany Police to ensure the exact location of the device is quickly found.
- Where time allows, ensure that classified documents and valuables are secured immediately after evacuation.
- Place responsible persons at all entry points to prevent visitors approaching the suspected danger area until the arrival of the police.
- Be prepared to assist police, if required, to make a full search of building for the location of further devices.

Responding to an Armed Attack Threat

- On receiving a threat of an **armed attack**, the school staff member receiving the threat will
 - Make written notes including the telephone number receiving the call, the time of the call and the contents of the conversation; Do not end the call and leave the line open for tracing purposes; and
 - Advise the Principal, or appointed school delegate, immediately.

The Principal or appointed school delegate will:

- Activate the School **Lockdown** Procedure for all staff and students;
- Contact SAPOL via Triple Zero (000) and provide all necessary details including that it is an **armed attack threat**;
- Manage the movements of staff and students external to the buildings to places of safety; and
- Communicate with staff as per the Lockdown Procedure.

On arrival of SAPOL, the Principal or their delegate will:

- Provide all relevant information to the officers;
- Coordinate activities with the SAPOL and support their responses; and
- Consider SAPOL advice and comply with any directions given.

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The Principal may consider communicating with the school community after considering any advice from SAPOL

Emergency Management Disaster Plan

This plan encompasses the ELCC as part of Tenison Woods College. Therefore, this annually reviewed plan would be activated in response to an unplanned emergency incident where the College may be impacted, and children and staff could be at risk.

This plan can digitally be assessed here: [2024 Emergency Man Disaster Recovery Plan.docx](#) or upon request it can be found in hard copy with the policies and procedures in the ELCC office.

First Aid Kit Management

The Centre will maintain well-equipped First Aid kits and ensure compliance with the SafeWork SA Approved Code of Practice for First Aid in the Workplace. The Director's responsibilities include:

- a) Ensuring First Aid kit contents meet the required standards and are within use-by dates. (Completed by Administration staff, with reminders sent to families)
- b) Keeping accurate Material Safety Data Sheets available for all chemicals accessible at the service.
- c) Maintaining an adequate supply of First Aid materials at all times.
- d) Conducting termly checks of First Aid kits to ensure compliance and documenting any additional supply needs. (Completed by administration staff)
- e) Keeping First Aid manuals readily available in the Piazza - First Aid cupboard.
- f) Updating First Aid kit policies and procedures to reflect current industry standards.
- g) Maintaining a list of contact details for appropriate hospitals and emergency services next to the phone and storing them in the mobile phone.

Debriefing following any emergency, the Director will provide necessary support to staff, children, and families. This may include arranging specific support for the children, conducting debriefing sessions with the staff involved, organising meetings for all staff to discuss the event, and providing access to trained professionals for counselling purposes. The Director will also inform the Principal and act as the main liaison with the police or media, if necessary.

Communication with families

- When an evacuation or lockdown practice occurs families are informed via Seesaw, over what happened and why it was carried out.
- If a real evacuation occurs, families are informed when all clear has been given via Seesaw.
- If a real lockdown occurs, families will be notified when all clear has been given via Seesaw.
- If a serious incident occurs during one of these times, ACECQA will be notified and a letter will be sent out to families from the Nominated Supervisors and the Responsible Person, outlining what occurred, how it was dealt with and steps taken to ensure against it occurring again.

Training and Reflection

- When employed all staff have an induction from WH&S Coordinator Trudi Dempsey about safety procedures and what to do.
- Responsible Person, Fran Scanlon, gives a Centre specific induction about what happens during these evacuations and emergencies.
- Upon employment or when policies and procedures are updated, these are shared with the staff to ensure they are aware of their responsibilities.
- Professional learning and development is offered to all staff.
- After an evacuation or emergency WH&S Coordinator, Trudi Dempsey, asks for reflection on the event to improve the processes.
- Tenison Woods College Policies and Procedures are accessible for all staff on the Common Staff Drive.

Roles and responsibilities:

The approved provider will be responsible for:

- Ensuring the Emergency and Evacuation Policy and Procedures are in place.

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Sections 167, Regulations 97,98, 168, 170-172

- Ensuring that procedures include arrangements with other occupants of a multi-storey building in relation to the evacuation of children.
- Taking reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures.
- Ensuring copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection.
- Notifying families at least 14 days before changing the policy or procedures if the changes will:
 - Affect the fees charged or the way they are collected; or
 - Significantly impact the service's education and care of children; or
 - Significantly impact the family's ability to utilise the service.
- Ensuring a risk assessment has been undertaken to identify potential emergencies that are relevant to the service.
- Conducting a risk assessment of emergency evacuation routes and assembly points.
- Reviewing the risk assessment at least once every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from a service.
- Ensuring that a copy of the emergency and evacuation floorplans and instructions are displayed in a prominent position near each exit of the service premises, including near each exit that forms part of an evacuation route
- Ensuring emergency equipment is tested within the timeframes recommended by recognised authorities.
- Ensuring that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation.
- Documenting rehearsals of the emergency and evacuation procedures.
- Notifying the regulatory authority of any serious incidents, change of circumstances and complaints.
- Ensuring that the emergency and evacuation procedures are rehearsed every three months by the educators, staff, volunteers, visitors and children present at the service on the day of the rehearsal and the responsible person in relation to the service who is present at the time of the rehearsal.

The nominated supervisor, Director and the Work, Health and Safety Officer for Tenison will be responsible for:

- Participating in rehearsals of the emergency and evacuation procedures every three months.
- Keeping a documented record of each rehearsal and reflections that occurred after
- Collaborating with educators and staff to develop procedures to manage all risks associated with emergency and evacuation situations.
- Ensuring the development of an emergency evacuation floorplan.
- Ensuring educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.
- Ensuring that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation.
- Ensuring educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use.
- Ensuring that emergency equipment is tested within the timeframes recommended by recognised authorities.
- Ensuring that up-to-date portable emergency contact lists are held in each room within the service and that evacuation procedures state who will carry this list during an evacuation.
- Ensuring that emergency and evacuation risk assessments are carried out and reviewed regularly and any necessary updates provided to the approved provider.
- Ensuring the emergency and evacuation instructions and floorplan are displayed in a prominent position near each exit of the service premises, including near exits that form part of the evacuation route and that all staff and educators are aware of these.
- Ensuring that all educators and staff are trained in the emergency and evacuation procedures and aware of their roles and responsibilities in an emergency or evacuation.
- Ensuring that all educators and staff are aware of emergency evacuation points.
- Ensuring that families are regularly reminded of the emergency procedures in place at the service.
- Ensuring procedures consider collecting children's medication and managing children's medical conditions.

EMERGENCY AND EVACUATION POLICY & PROCEDURE

Sections 167, Regulations 97,98, 168, 170-172

The educators will be responsible for:

- Rehearsing emergency and evacuation procedures with everyone who is present at the service at least every three months.
- Communicating with parents about emergency procedures.
- Sending out a seesaw post about the rehearsal or evacuation, so the families can discuss the event with the children.

The families will be responsible for:

- Ensuring they have the service's up-to-date contact details.
- Ensuring they complete the attendance record on delivery and collection of their child.
- Providing emergency contact details on their child's enrolment form and ensure this is kept up-to-date.
- Ensuring they are aware of the service's Emergency and Evacuation policy and procedures.
- Asking them to reinforce the service's emergency and evacuation procedures with their child.
- If present at the service at the time, ensure that they follow the directions of educators and staff in the event of an emergency or when rehearsing emergency and evacuation procedures.

WHAT TO DO IN THE EVENT OF A BOMB THREAT

PHONE THREAT:

Stay calm and listen carefully

- Grab a copy (if you can) of the bomb-threat checklist. If possible, keep the caller talking and
- alert a colleague with your alert card under your key board.
- Write down the caller's exact words, and note the time of the call.
- Check for a caller ID number.
- Do Not end the call and leave the line open for tracing purposes;
- Advise the Principal, or appointed school delegate, immediately.
- After the call is complete, immediately call SAPOL 000 on a landline phone to relay the information to the dispatcher.

SUSPICIOUS ITEM

If it appears to be a suspicious item, follow these procedures:

- Remain calm
- Do NOT touch, tamper with, or move the package, bag, or item.
- Notify Principal or Business manager immediately: ...
- Follow instructions: ...
- If no guidance is provided and you feel you are in immediate danger, calmly evacuate the area. ...call 000
- Be aware

EMERGENCY AND EVACUATION POLICY & PROCEDURE

Sections 167, Regulations 97,98, 168, 170-172

076F (August 2020)		BOMB THREAT CHECKLIST				
EXACT WORDING OF THREAT	BACKGROUND BOUND 3			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Street Noises	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Voices	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	House Noises	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Aircraft	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Music	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Machinery	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
GENERAL QUESTION 3	THREAT LANGUAGE			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	What is it?	Well spoken	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Incoherent	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Imational	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Tapod	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Message read by caller	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Abusive	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	CALLER 3 VOICE			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Accent (specially)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Impediment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Stutter	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Soft	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Sees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Speech	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Clutter	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Blurred	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Do you recognise the voice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Who do you think it is?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Estimate Age	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
BOMB THREAT QUESTION 3			CALL TAKEN			
	What type of bomb is it?	Date call received	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	What is in the bomb?	Time call received	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	What will make the bomb explode?	Duration of call	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Number called	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Reported to	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
CHEMICAL / BIOLOGICAL QUESTION 3			PERSON RECEIVING THE CALL			
	What in of substance is in it?	Name	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	How much of the substance is there?	Telephone number	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	How will the substance be released?	Signature	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is the substance a liquid, powder or gas?	ANY OTHER INFORMATION				