

FRÖBEL
Competence for Children



EMERGENCY MANAGEMENT PLAN

FROEBEL Australia FROEBEL Alexandria

Suite 7105, 177-219 Mitchell Road, Alexandria NSW 2015

February 2024

Prepared by **Australian Compliance Management** in accordance with

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Introduction

Purpose of the Plan

The objective of this plan is to articulate FROEBEL Australia FROEBEL Alexandria's compliance with National Law and Regulations.

It is the priority of FROEBEL Australia FROEBEL Alexandria to ensure a safe and secure environment for all children, staff and volunteers who work or participate in the centre every day to maintain the highest level of care and safety.

The purpose of this plan is to document procedures for handling various types of emergencies and for the evacuation of FROEBEL Australia FROEBEL Alexandria, Suite 7105, 177-219 Mitchell Road, Alexandria NSW 2015. The procedures should not be considered rigid but rather as flexible guidelines to be adapted to cope with any unanticipated emergency.

Effective planning and management of emergencies helps minimise trauma and distress to those within the centre and allows normal activities to be maintained or resumed as a priority.

Natural disasters such as floods, fires and storms can strike a community with little or no warning. Children rely on and find great comfort in the adults who protect them. Staff must therefore know how to help them through an emergency and support their recovery.

This manual and procedures herein have been formulated to fully comply to any National Regulations and may be used as part of an Emergency Plan as mentioned in Australian Standard AS 3745 – 2010 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces. This plan also references the Education and Services National Regulations 97 & 168.

Scope of the Plan

Many circumstances may present themselves as an emergency in a childcare environment and each one presents its own risks. Some locations are more susceptible to emergencies due to their geographical location, so procedures must be reviewed regularly to ensure they are suitable to the individual services. Below are some examples of types of emergencies:

- **Natural disasters:** Natural disasters may include bush fires or severe weather events such as cyclones, flood, or earthquakes.
- **Fires:** As well as bush fires, other fires may occur in the building including from electrical appliance faults, cooking or naked flame accidents.
- **Other environmental factors:** Factors in the vicinity may be cause for emergency procedures to be implemented such as chemical spill, nearby building fire, bomb threat or serious road accident.
- **Threatening people:** People external to the centre such as a prison escapee or person declared as 'armed and dangerous.' People involved in the centre may also be a threatening person such as person that is a non-custodial parent.

Emergencies covered by this plan are listed in the contents section. This plan must be made available for inspection, by anyone, within the building, during normal business hours on request.

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General Strategies

This Emergency and Evacuation Plan applies to all Staff, Visitors, Contractors, and Volunteers at this Centre.

All workers engaged by FROEBEL Australia FROEBEL Alexandria are responsible for ensuring that they are familiar with the content of the Emergency Management Plan and evacuation policies. During orientation, and at regular intervals thereafter, all staff will review these procedures to reinforce their understanding and responsibilities regarding emergency procedures, evacuation, lockdown as well as the use of fire equipment.

A Chief Warden will be appointed within each centre who will be the point of contact for all matters relating to emergency procedures, evacuation, and lockdown. This may or may not be the same person as the Nominated Supervisor. At FROEBEL Australia FROEBEL Alexandria all Responsible Persons will be nominated Chief Wardens in addition to the nominated supervisor. Room Leaders will also play a role assisting with the emergency or evacuation of the centre, and will liaise with the Chief Warden e.g. to advise their rooms have been evacuated and are all clear. If the centre is multi-level, there may also be a need for floor/area wardens to be appointed.

Emergency procedures, evacuation and lockdown will be discussed at staff meetings at least twice per year and documented.

Risk Assessments

Each childcare centre must develop a risk assessment to assess the most likely risks and hazards to potentially occur. As each centre has its own characteristics, the assessment must be tailored to each individual centre. It is important to think of characteristics such as:

- Any specific design features for or between the buildings
- Activities conducted within buildings
- Access arrangements; and
- Children with varying needs

When assessing the risk of the centre, the following items need to be considered:

Demographic factors including:

- Number of children
- Staff numbers
- Cultural factors
- Disability / medical needs

Geographic factors such as:

- Roads into and away from the centre
- Access to public transport
- Distance to parent homes
- Distance from the centre to other community facilities

Specific risk factors to include:

- Natural emergency risks (e.g., severe storms, snow, bushfires, earthquakes, and floods other risks identified for the centre.

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Offsite Activities:

All staff leaving the centre for excursions need to be familiar with the procedures for dealing with emergency situations. The risk assessment of the proposed excursion will help to identify any potential hazards and allow the centre to plan a suitable response.

Revision and Maintenance

This plan shall be reviewed annually or as soon as practically possible but no later than 1 month after any change of circumstance which affects the implementation of the plan by the Emergency Planning Committee or relevant appointed agent who shall ensure revisions are logged and all reproductions updated accordingly.

This plan should be witnessed by a Fire Safety Auditor once per year.

A register shall be kept by the Emergency Planning Committee or relevant appointed agent of the location and number of all reproductions of this plan.

Storage

A copy of this plan, along with all other relevant approval documents must be kept within the building it pertains to in such a way that it is unlikely to be damaged in the event of a fire or hazardous materials emergency.

An additional copy must be kept in a secure place in other premises. If the copy is kept in the form of an electronic copy at a separate location, this electronic copy must be able to be readily accessed from the building this plan pertains to, to be useable for subsequent reference.

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Premise information

Building Details	
Building Name	FROEBEL Australia FROEBEL Alexandria
Building Address	Suite 7105, 177-219 Mitchell Road, Alexandria NSW 2015
Operating Hours	7:30am-6pm
Local Police	Newtown Police Station – 02 9550 8199 or 000
Local Fire Brigade	Fire and Rescue NSW Newtown Fire Station – 02 9493 1005 or 000
Local Hospital	Royal Prince Alfred Hospital – 02 9515 6111 or 000

Building Owner	Magdy (Agent is Joanne Pycinska)
Owner Address	N/A
Owner Phone Number	0406 631 997 or Joanne 0413 228 787
Owner Email	Imagdy.m@bigpond.com.au or jpycinska@mytechsolutions.com.au

Parent Company (if Applicable)	
Centre Occupier	FROEBEL Australia
Occupier Address	Suite 501, 105 Pitt Street, Sydney NSW 2000
Occupier Phone Number	02 8080 0065
Occupier Email	info@froebel.com.au
Number of Staff	15-20
Number of EPC Members	4

Building Classification	Childcare Centre – Class 9b
Alternate Solution	N/A

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Bushfire Register

Is the Centre in a registered Bushfire Zone?	No
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Persons Responsible for administering the centre Emergency Management Plan

Name	Australian Compliance Management
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Persons Responsible for Giving Fire Training Instructions

Name	Australian Compliance Management	Phone Number	1300 206 006
Email	compliance@auscm.com.au		

Fire Safety Advisor (FSA)

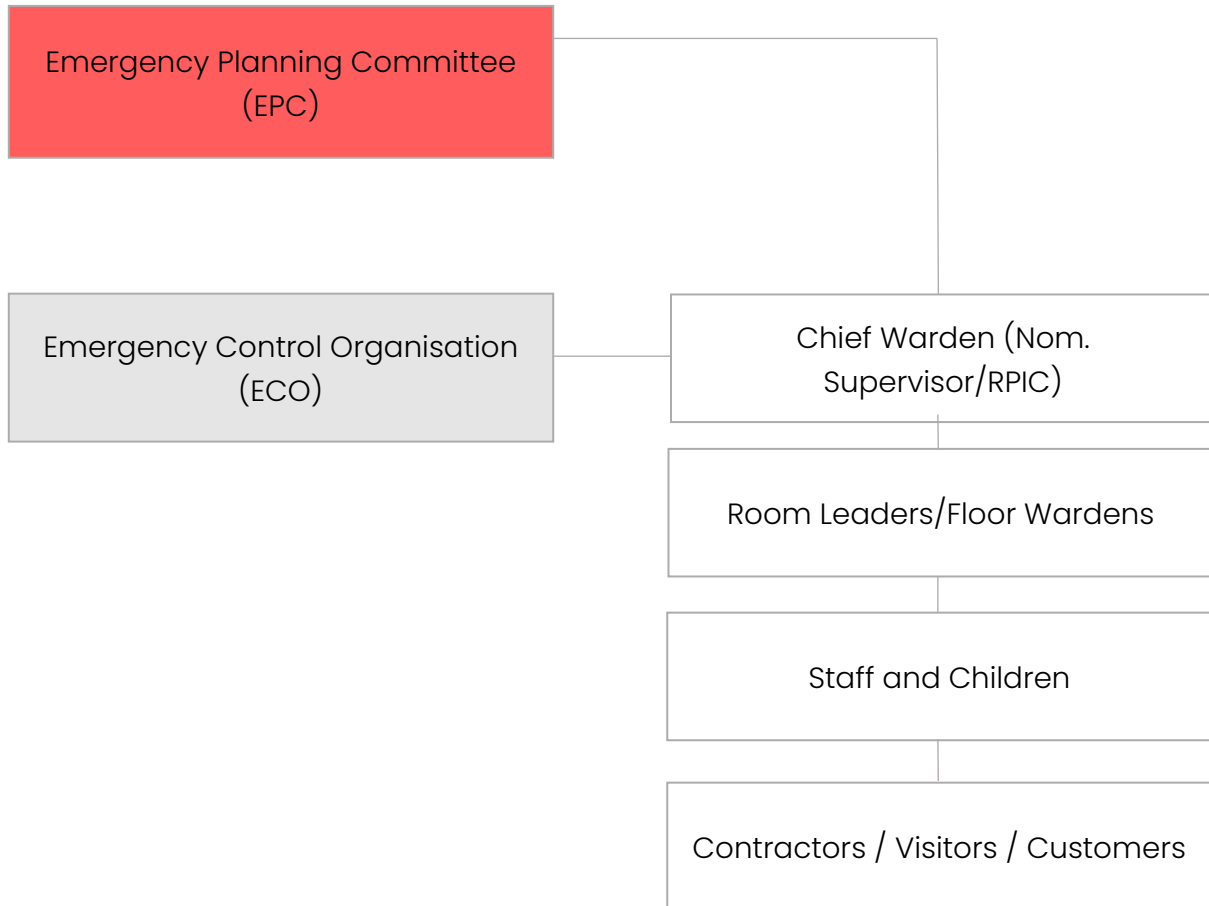
Australian Compliance Management

Emergency Management Plan Amendment Register

Date of Amendment	Reviewed By:	What Changes were Made?
15/09/2022	Australian Compliance Management	Updated Warden Team Details.
10/01/2023	Australian Compliance Management	Updated Training Procedures and EMP Format.
05/02/2024	Australian Compliance Management	reviewed and Renewed, no changes necessary this review.

Emergency Planning Structure

The below diagram outlines the Emergency Planning structure for this childcare centre. Please refer to the additional information provided which details the responsibilities and duties of each of the persons.



Emergency Planning Committee (EPC)

An Emergency Planning Committee (otherwise known as an EPC) is a group of people/staff that are responsible for discussing and implementing the Emergency Management Plan. The committee can be formed of different representatives including staff, head office, Fire Safety Advisors etc.

The duties of the EPC are to:

- Identify events that could produce emergency events
- Develop an emergency plan.
- Nominate the validity period for the emergency plan and evacuation signs (diagrams)
- Ensure that the emergency plan is readily identifiable and available to appropriate persons
- Establish an Emergency Control Organisation (ECO) or Warden Team
- Authorise the release of the emergency plan
- Organise arrangements to ensure the continuity of the ECO/Warden Team
- Check that the ECO/Warden Team register is current and readily available
- Implement strategies to ensure visitors/contractors are made aware of the emergency response procedures
- Ensure that the emergency response procedures remain viable and effective by reviewing/testing annually
- Review the emergency plan at the end of the validity period, after an emergency, an exercise or any changes that affect the emergency plan
- Setup a procedure to ensure that a record of events for each emergency is compiled and retained
- Identify and rectify deficiencies and opportunities for improvement in the emergency plan and emergency response procedures

Emergency Planning Committee (EPC) List

Name	Phone	Email	Start Date
Olde Lorenzen	02 8080 0065	Olde.lorenzen@froebel.com.au	01/01/2022
Caroline Koch	02 8080 0065	Caroline.koch@froebel.com.au	01/01/2022
Leora Aksman-Glosz	02 8080 0065	Leora.aksman-glosz@froebel.com.au	01/01/2022
Ivonne Yuliana	02 9565 4500	alexandria@froebel.com.au	01/01/2022

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Emergency Control Organisation

In the event of an emergency, it is the responsibility of the Emergency Control Organisation (otherwise known as a warden team) to follow their centres procedures to organise and supervise occupants and children to ensure the safety of persons and property and if necessary, the orderly evacuation of persons from the childcare centre. The Emergency Control Organisation will also supervise and ensure the orderly re-entry to the building when declared safe.

For this Childcare centre, the Nominated Supervisor and all nominated Responsible Persons will be deemed as Chief Wardens, and the Responsible Person at the centre during an emergency event will take the appropriate action.

If the Responsible Person is also a room leader during an emergency event, they will nominate another staff member to fulfill the role of room leader and collect the necessary items.

The Emergency Control Organisation is comprised of dedicated persons each with their own individual but equally important level of responsibility. Emergency control necessitates effective communication, co-operation, and identification of appointed Wardens. Identification needs to be quick and will be achieved by wearing coloured helmets or Caps.

The ECO/Warden Team will perform duties before, during and after an emergency, and their priorities will be to:

1. **Protect people and children** endangered by the emergency
2. **Protect property** endangered by the emergency
3. **Restore normality** to the affected area

Authority of Wardens

Once an emergency is declared, the powers of the Wardens SHALL override all normal non-emergency management procedures. Wardens shall have the authority to marshal all children and any visitors to evacuate the centre and move to the assembly area. The purpose of these powers is to ensure that during an emergency, life safety takes precedent over asset protection matters.

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Emergency Control Organisation (Warden Team) List

Name	Phone	Email	Centre Role	Fire Safety Role	Start Date
Ivonne Yuliana	02 9565 4500	alexandria@froebel.com.au	Centre Director	Chief Warden	01/01/2022
Esme Koslitz	02 9565 4500	alexandria@froebel.com.au	Responsible Person	Chief Warden	01/01/2022
Deborah Caputo	02 9565 4500	alexandria@froebel.com.au	Responsible Person	Chief Warden	01/01/2022
Mengnan Xie	02 9565 4500	alexandria@froebel.com.au	Responsible Person	Chief Warden	01/01/2022
Krisztina Deak	02 9565 4500	alexandria@froebel.com.au	Responsible Person	Chief Warden	01/01/2022
Jade Hearmon	02 9565 4500	alexandria@froebel.com.au	Responsible Person	Chief Warden	01/01/2022

ECO Duties

The following information provides the centre and Warden Team with details on how to prepare for emergency situations, procedures for how to respond to an emergency, and any tasks that may need to be completed once the emergency has occurred.

Chief Warden (Nominated Supervisor/Responsible Person)

The Chief Warden/Responsible Person at the time of an emergency will have the responsibility to assume control of the staff and children within the childcare centre. This includes from the time an alarm is given, through to the arrival of the emergency services, and until emergency services give the all clear for building re-entry.

It might be possible that the Nominated Supervisor will complete some of the before and after tasks, but as a Responsible Person we recommend they read and understand any duties that may need to be completed.

Pre-Event

Prior to an emergency event, a Chief Warden (Responsible Person) has a responsibility to:

- Maintain ECO/Warden Team register to ensure the centre always has a full warden team
- Replace ECO members as positions become vacant
- Ensure all staff have completed their Warden or General First Response training on time.
- Conduct regular emergency response exercises and practice evacuation drills
- Ensure Emergency Response Procedures are kept up-to-date and notify the Emergency Planning Committee if any changes occur
- Attend annual Emergency Planning Committee (EPC) meetings
- Ensure that the warden team has access to equipment such as helmets/hats or vests
- Ensuring that the keys for exit gates are kept in an easily identifiable location, and that the exit gates work properly
- Ensure that the centre phone is always charged, and that the HUB application is installed, used for contractors and visitors to sign in
- Ensure that all temporary staff sign into the staff register upon arrival to the centre
- Checking all emergency bags and first aid kits monthly to ensure they have the correct contents
- Checking Evacuation Diagrams on a regular basis and notifying Australian Compliance Management if any changes are required

Event

When alerted to an emergency, the Chief Warden (Responsible Person) should complete the following:

- If you are a responsible person at the time of an event but are also a room leader, you will nominate another staff member to fulfil your role of room leader
- Listen to the details on what type of emergency is happening, to determine the best way to respond
- Investigate the emergency to check if the centre needs to evacuate
- Activate the centre's method of alert – Fire Indicator Panel or whistles
- Notify the school next door if necessary to advise them of the situation

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- Ensure all Wardens are advised and allocated to their stations
- If the emergency is not an evacuation situation, complete the procedures as outlined in the general/first response training and notify all staff of the situation and how to respond
- If the building becomes unsafe and they need to initiate the evacuation process, notify all the staff within the centre via the nominated method
- Collect the centre phone and contact Triple Zero (000) to alert emergency services
- Take the centre phone with you to access the HUB application to confirm all visitors and contractors are accounted for at the bottom of the exit stairwell
- You will also take the paper based staff register to the assembly area to account for any temporary staff
- Notify the operations manager as soon as it is safe to do so
- If safe to do so, conduct a final sweep of the building where possible, to ensure that everyone has been evacuated, making sure to check toilets, common areas and the playground
- Ensure roll call of known children is taken, and use the centre phone to access the HUB application to confirm contractors and visitors are accounted for
- Meet emergency services at the nominated location and brief personnel on type, scope, and location of the emergency, along with the status of the evacuation. Ensure that the Chief Warden (Responsible Person) and staff follow any instructions given by emergency services
- Once emergency services have given the all clear, advise each group of children that it is safe to return to the building
- If the building is not safe to return to, staff will contact the families and organise the collection of the children
- Complete the emergency and evacuation log, record details of the action taken.

Post Event

The duties of the Chief Warden (Responsible Person) Post Event:

Now that the emergency is over, the Chief Warden (Responsible Person) will carry out the following:

- Notify the Warden team/staff that it is ok to let children to return to the building once this has been confirmed by Emergency Services.
- Organise a debrief meeting with Warden Team members, staff and, where appropriate, with any attending Emergency Services.
- Compile a report for the Emergency Planning Committee (EPC) and Management on what emergency event occurred, and what actions were taken during the event.
- Following an emergency, if support for staff, volunteers, children, or families is required, the Chief Warden (Responsible Person) is to contact their Regional Office, for assistance with the deployment of specialists. It is important to engage persons with specialist expertise to manage trauma within your facility – people often suffer most in the aftermath of an emergency.
- Other elements of recovery include capturing the lessons learned and improving the emergency management so that the centre is better placed to manage future emergencies.

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Room Leaders

Event

As a Room Leader for a classroom, they will be required to assist the Chief Warden (Responsible Person) with the emergency response and evacuation if required. Their duties may include but not be limited to the following:

- Liaise with the Chief Warden (Responsible Person) to determine the emergency and if an evacuation is required.
- If an evacuation is required, Room Leaders will collect the room's roll/iPad, emergency grab bag and first aid kit from their nominated locations.
- Room Leaders will guide the other staff to line up the children in an orderly line to escort them to the evacuation point, placing any young children in Evacuation Cots.
- They will liaise with the Chief Warden (Responsible Person) during the evacuation to advise that their room is all clear and that all children and staff from their room are accounted for.
- Upon arrival to the Assembly Area the Room Leaders will monitor the children and other staff to ensure their safety until the emergency has resolved and the all clear has been given.
- Carry out any other instructions from the Chief Warden (Responsible Person) where necessary.
- Assist with guiding the children and staff to return to the building if the all clear has been given and that all children and staff from their room are accounted for
- Upon arrival to the assembly area the Room Leaders will monitor the children and other staff to ensure their safety until the emergency has resolved and the all clear has been given
- Carry out any other instructions from the Chief Warden (Responsible Person) or Warden Team where necessary
- Assist with guiding the children and staff to return to the building if the all clear has been given

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Emergency Procedures

Fire / Smoke

What is considered a Fire Emergency?

A fire emergency is defined as an emergency response involving the prevention of fire, or the protection from fire to ensure the safety of life and property. It can also be known as a 'Code Red'.

It is important to take the following steps if confronted by a fire:

Notify the Chief Warden (Responsible Person)

- Raise the alarm and call triple zero (000)
- Fight the fire using accessible fire equipment such as a fire extinguisher, but only if it is safe to do so
- Evaluate the danger and evacuate if necessary
- Keep children calm during the evacuation process

General Fire Prevention

Prevention is always the best method to stop a fire before it starts. It is important that you are aware of any unsafe practices which could cause a fire.

Staff should take note of any poor safety practices and bring it to the attention of the Chief Warden (Responsible Person). Some of these unsafe practices might include items such as:

- Unnecessary accumulation of rubbish (empty boxes, overflowing bins etc.)
- Unsafe storage of flammable liquids*
- Placement of furniture, decoration or equipment which obstruct clear passage to firefighting equipment, exits and fire stairs
- Fire doors if installed should be kept shut except during use, and not wedged or fixed in an open position. The installation of door hold open devices (fire services approved) can overcome any offences in this area
- Accidental discharge or faulty extinguishers should be immediately reported to the Chief Warden (Responsible Person)

**Storing flammable liquids in general areas is not permitted except under certain circumstances, in which case only minimal quantities are to be held in approved containers.*

All staff are encouraged to take care while using matches, portable heaters, electrical appliances, and other possible causes of ignition. Always remember to keep your surrounding workspace and rooms neat and tidy.

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RACE Acronym

In the event of fire or smoke, we recommend following the RACE Acronym:



<p>Remove any persons in immediate danger to a safe area, evacuate if necessary.</p>	<ul style="list-style-type: none"> • Raise the alarm • Ensure personnel are aware of the emergency • Ensure ECO members (Wardens) have been notified • Ensure the Emergency Services have been notified 	<p>Decide on action</p> <ul style="list-style-type: none"> • Support – Do not attempt to fight the fire alone • Size – Ensure the fire can be contained using the equipment at hand • Surroundings – Check for danger such as the spread of fire, gas cylinders or chemicals. • Smoke, Gases, Fumes, and Heat – Ensure you always remain below the smoke level <p>Equipment</p> <ul style="list-style-type: none"> • Check that you have the correct equipment for that class of fire • If the appropriate extinguisher is not available, then contain the fire by closing doors. <p>Safety</p> <ul style="list-style-type: none"> • Test the equipment prior to approaching the fire. • Keep low – stay below the smoke level • Safe escape route – when fire is in-doors, keep between the fire and the exit; when the fire is outdoors, approach the fire up hill and up wind • If the fire cannot be controlled, close the doors if safe before leaving 	<p>Ensure you have a safe exit path and proceed to your Assembly Area. Do not re-enter the building.</p>
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Medical Emergency

What is a Medical Emergency?

A Medical Emergency is defined as being 'A serious and unexpected situation involving illness or injury and requiring immediate action.' A Medical Emergency may also be known as a 'Code Blue'.

Life Support Flowchart

Below is a chart detailing the steps to take in the event of a medical emergency:

D	CHECK FOR DANGER	<ul style="list-style-type: none"> To yourself. To others. To the casualty. 	
R	RESPONSIVENESS	<ul style="list-style-type: none"> Is the casualty conscious? Does the casualty respond to talk and touch? 	
S	SEND FOR HELP	<ul style="list-style-type: none"> Call triple zero (000) for an ambulance. Alternatively ask another person to make the call. 	
A	CHECK AIRWAY	<ul style="list-style-type: none"> Is the airway clear of obstructions? Is the airway open? 	
B	CHECK FOR BREATHING	<ul style="list-style-type: none"> Is chest rising and falling? Can you hear or feel air from the mouth or nose? If not give two initial breaths. 	
C	GIVE CPR	<ul style="list-style-type: none"> If no signs of life begin CPR. CPR involves giving 30 compressions at a rate of approximately 100 compressions per minute followed by two breaths. 	
D	APPLY A DEFIBRILLATOR	<ul style="list-style-type: none"> Follow the voice prompts. 	

Bomb Threat

What is a Bomb Threat?

Bomb threats are defined as a person sending an intimidating message, threatening to place or detonate an explosive, or likewise destructive device, with the intent to cause damage to persons or property; regardless of whether such a device exists. A bomb threat can also be known as a 'Code Purple'.

Types of Threats:

Threats can be categorised into two types, neither type should be discredited, and all threats should be treated as serious:

Specific Threat: Less common but more credible. Detail may be provided which may describe the device, its placement, the reason, its time of actuation, building name, address etc.

Non-Specific Threat: Little or no useful information is provided by the person/s involved.

Bomb Threat - Telephone

If a bomb threat is received by telephone, it is important to:

- Remain calm
- DO NOT hang up the phone
- Complete the bomb threat checklist for the centre
- Obtain as much information as possible
- If possible, discretely alert nearby staff as to the situation
- At the end of call, DO NOT hang up
- Inform Chief Warden (Responsible Person) and act on their instructions
- Contact Emergency Services if required

Bomb Threat - Mail

If a bomb threat is delivered by mail, it is important to:

- Immediately inform the Chief Warden (Responsible Person)
- DO NOT handle the article; move away from the immediate area, leaving doors open
- Minimise further contact with the letter - use tweezers if available
- Retain the envelope or packaging
- Segregate all persons who have come into contact with the item
- Remove people and children from the immediate area
- Follow the instructions given by the Chief Warden (Responsible Person)
- Chief Warden (Responsible Person) to contact Emergency Services if required
- Await arrival of Emergency Services and follow their instructions

Suspicious object

If a suspicious object is found in the centre, it is important to:

- Notify the Chief Warden (Responsible Person) of the description and location
- Not touch or tamper with the item
- Ask people in immediate area if they know who the item belongs to, can it be accounted for, or if it has been seen before
- Move people and children away from the immediate area, leave doors open
- The Chief Warden (Responsible Person) will contact Emergency Services and initiate evacuation procedures

Personal Threat

What is a Personal Threat?

There may be a risk of a person entering the centre who is behaving in an aggressive, threatening, or violent manner. This can include confrontation and verbal abuse with a person, verbal abuse over the phone and assaults. A personal threat may also be known as a 'Code Black'.

In the event of a personal threat by either armed or unarmed persons it is important to:

- Remain calm and notify the Chief Warden (Responsible Person), if safe to do so
- The Chief Warden (Responsible Person) will initiate to Lockdown the centre if safe and possible
- Attempt to move away from the offender
- Relay all relevant details regarding type of situation, location, who is involved etc.
- Where possible, encourage offender outside and lock them out
- Try to gather a description of the offender noting things like height, eyes, hair, complexion, approximate age and vehicle
- Preserve evidence (including anything that the offender has handled)
- The Chief Warden (Responsible Person) will contact Emergency Services, if safe to do so
- Await arrival of Emergency Services and follow their directions
- Ensure all staff and children are safe and follow procedures as per the Chief Warden (Responsible Person) instructions

Prevention of Criminal and Violent Incidents

Applying a situational approach to crime prevention based on locally identified risks aims to reduce the opportunity for people to commit crimes. In case of criminal incidents, the Nominated Supervisor or Responsible Person in Day-to-Day Charge will be expected to implement crime and violence prevention strategies through:

- Ensuring window/door locks are in good working order
- Checking environmental design - trimmed foliage, lighting, natural surveillance, fences, signs
- Confirming Electronic systems are working - e.g. Alarms
- Safe Procedures - e.g. safe lock up procedures and daily checks of play areas, effective supervision

Internal Emergency

What is an Internal Emergency?

When an incident occurs inside the centre that threatens the safety of staff and/or children, it is called an Internal Emergency. This could be identified as a gas leak, electrical hazard or a chemical hazardous spill. An internal emergency can also be known as a 'Code Yellow'.

How to respond to an Internal Emergency:

- Notify the Chief Warden (Responsible Person) immediately of the type, location, and size of emergency
- Depending on this information, the Chief Warden (Responsible Person) will instruct you to evacuate or stand by
- The Chief Warden (Responsible Person) will contact the appropriate Emergency Services
- Remain calm, and ensure that staff and children are moved away from the emergency

- Follow any instructions from the Chief Warden (Responsible Person)
- If the Chief Warden (Responsible Person) deems the internal emergency to become unsafe, they will advise to commence the evacuation of the centre

Electrical Hazard

An electrical hazard is any situation where an individual may be directly exposed to items with electrical current, such as faulty electrical equipment or exposed wires.

If a person discovers that there is an electrical hazard in the centre, it is important to:

- Notify the Chief Warden (Responsible Person)
- Turn off the power to the affected area if possible
- Look for signs of smoke, heat or fire being careful not to come into contact
- If wires are down, cordon off the area and notify staff nearby
- If staff members or children are present, ensure they are removed from the area the hazard is located

Gas Leak

Generally used for cooking or heating, gas is commonly located in rooms such as kitchens. These types of gas fuelled systems are highly combustible.

If you detect a gas leak in the childcare centre, it is important to:

- Notify the Chief Warden (Responsible Person)
- Alert staff nearby and advise them of the situation to keep the children away from the leak
- If applicable, eliminate all sources of ignition
- Avoid using mobile phones where possible
- Commence evacuation procedures to evacuate the centre if necessary
- Follow instructions given by Chief Warden (Responsible Person)
- Assess the Assembly Area, as it may be necessary to assemble up hill / up wind to avoid the gas leak

Chemical / Hazardous Material Spills

Hazardous materials can be a potential source of harm with the uncontrolled release of substances such as chemicals, radiation, oil, and biohazard materials.

Hazardous Substance Release – Inside Centre Grounds

The Chief Warden (Responsible Person) will assess the need to evacuate the centre based on all immediately available information and hazardous substance guidelines. In the case of a hazardous substance released inside the centre grounds the centre will need to:

- Advise the Chief Warden (Responsible Person)
- Chief Warden (Responsible Person) will notify emergency services if the spill is unsafe for staff to deal with
- Place a waste bin over the substance to confine. Avoid handling
- The Priority is to confine and quarantine the spill. If substance has been touched, ensure those people are separated from others and if available washed or showered. Clothes should be quarantined for analysis
- Ensure that all staff and children are kept away from the spill
- Area is to be kept clear until arrival of Emergency Services

- The air conditioning system should be shut down immediately
- If the centre becomes unsafe, staff and children to complete evacuation and follow the centre's evacuation procedures
- Ensure the spill is cleaned up by staff if safe to do so
- Follow all instructions of the Warden team and Emergency Services

Hazardous Substance Release – Outside Centre Grounds

An event such as fire, motor vehicle accident, train derailment, industrial incident or a natural disaster may cause a hazardous substance release. As a result, emergency Services may request that the centre is secured and sealed.

Those who have been advised to secure and seal the building will be notified if additional measures are required and when it is "all clear." During such an event, it is important to maintain communications with the emergency services and The Department of Education and Training Regional Offices.

In the case of a hazardous substance being released where the contamination is confirmed as outside the buildings, the Nominated Supervisor or Responsible Person in Charge will be expected to:

- Move all staff /children into the building immediately
- Chief Warden (Responsible Person) will contact and communicate with Emergency Services where required
- Check child attendance against class rolls at assembly area
- Occupy rooms furthest from emission source, close to an exit and upwind if possible
- Close all external doors and windows. Draw curtains/blinds and seal ventilators, turn off air conditioners
- Contact the Regulatory Authority Regional Office to report the incident and to seek advice and support, as appropriate; and evacuate if directed by Emergency Services or forced to by extraordinary circumstances such as a building being full of fumes. In this instance move to an area upwind of the incident

External Emergency

What is an external emergency?

While at the centre, events developing from an external source may have the potential to overwhelm the buildings structural integrity, such as a severe weather event. An external emergency also goes by the name of a 'Code Brown'.

In the event of an external emergency, it is important to:

- Raise the alarm
- Notify the Chief Warden (Responsible Person)
- Alert staff in the centre, and keep the children calm
- Evaluate the danger and assist the injured, if safe to do so
- Follow instructions of the Chief Warden (Responsible Person)

Cyclone / High Intensity Storm

Cyclones or High Intensity Storms are weather events that can cause potentially catastrophic damage to buildings and injury to staff and children.

In the event of a Cyclone or High Intensity Storm, it is important to:

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- Stay inside the centre until advised otherwise
- Check all windows are closed (if applicable)
- Move all staff and children away from the windows
- Secure all loose objects in open areas if possible
- Check child attendance against class rolls and account for all visitors at internal assembly area
- Tune to local radio / TV broadcasts for alerts / additional information
- Chief Warden (Responsible Person) to contact Emergency Services if required
- If the building starts to break up, move the children to the smallest room and use evacuation cot or sleeping mats where possible to protect staff and children
- Once the storm passes check for damage and listen to the local radio for official warnings/advice
- Keep staff/children on the premises until it is safe to return to normal activities or go home

Earthquake

An Earthquake is a sudden violent shaking of the ground, typically causing great destruction, because of movements within the earth's crust or volcanic action.

In the event of an earthquake, it is important to:

- Have a safe internal area to shelter during an earthquake
- Shelter under (and hold onto) a sturdy table, bench or interior doorframe
- Stay clear of windows and outer walls
- The Chief Warden (Responsible Person) will contact Emergency Services if required
- Keep well clear of buildings, overhead structures, walls, bridges, power lines and trees
- Watch for hazards and tend to injuries
- Evacuate if the building is damaged
- Do not use lifts after an earthquake in the event of aftershocks
- Ensure staff and children keep away from windows and avoid tall fittings / furniture
- Avoid all electrical wiring that may become displaced. Inform other staff and children if present

Flood

Water is vital to our survival, however, occasionally the capacity we can reasonably manage is breached and dangerous flooding can occur in these areas of typically dry land. This includes flooding from torrential rain, low lying ground, drainage issues or burst water pipes.

In the event of a severe Flood, it is important to:

- Seek advice from the Emergency Services / Chief Warden (Responsible Person) to check if evacuation is necessary
- Ensure an early evacuation of the centre before the flood water is expected to arrive
- Turn off power and any equipment
- If time permits, move valuable items to an elevated position or cover with plastic bags etc.
- Be aware of the threat of electrocution
- Consider wedging open doors to ensure escape routes are accessible once flooding level rise
- Follow all instructions given by the Chief Warden (Responsible Person)
- If evacuation is required, move all staff and children to known high ground following the evacuation procedures
- Check child attendance against all rolls

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Heatwave

A heatwave is defined as a prolonged period of abnormally hot weather, which can affect children and staff.

In the event of a Heatwave, it is important to:

- Keep the Centre at a comfortable temperature for the Staff and children
- Draw any blinds and close windows
- Consider ventilation options and children's clothing
- Ensure that the cooling systems in place are working efficiently
- Check all children and staff to ensure they keep hydrated by drinking plenty of fluids
- Avoid taking children outside unless necessary
- Encourage the children to eat light meals such as salads, jellies, and fruit to assist with hydration

Off Site Emergencies

In the case of an off-site centre emergency e.g. an Excursion, the Chief Warden (Responsible Person) will be expected to:

- Identify someone as the person-in-charge any time an activity is being conducted away from the centre
- Ensure that this person has the responsibility to activate the Emergency Procedures
- Ensure that an Excursion Risk assessment has been completed for any proposed off-site excursions or special events

School Bus Accident / Vehicle Incident

In the case of bus accident or vehicle incident, the Person in Charge of the children on the bus must immediately:

- Contact Emergency Services for assistance
- Move the children, if safe to do so, off the bus to a safe designated area
- Conduct a roll check to ensure all children have been accounted for
- Notify the Chief Warden (Responsible Person at the centre) of the event that has occurred
- Notify Families if required

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Lockdown Procedures

A lockdown may be triggered in your centre when there is an immediate threat to you, other staff and/or children in the centre. This procedure should be used when the risk of an evacuation is greater than the risk of remaining indoors e.g. an armed perpetrator on site.

Most childcare centres will use a code word to raise the alarm to commence a lockdown, such as 'the chickens are in the coop'. Each staff member should be aware of the code to initiate a lockdown within the centre. The code word should not be easily accessible to any other occupants.

If a Lockdown event occurs, staff should complete the following:

- Notify the Chief Warden (Responsible Person) and relay the nominated code word
- Keep calm during the lockdown process
- Ensure that all children are accounted for and kept calm

When the Lockdown code word is activated:

What to do:

- Lock / barricade the door and close all curtains or blinds
- If you or children are in a corridor, go to the nearest room not already secured
- Keep yourself and others away from windows and doors
- Turn off all electrical and audio devices
- Ensure you and any children stay low and quiet
- Put mobile phones on quiet or vibrate mode and do not make non-essential calls

What NOT to do:

- Do NOT open the door until you are officially advised "All Clear" or you are certain that it is emergency personnel at the door
- Do NOT hide in toilets or bathrooms unless necessary
- Do NOT travel down long corridors
- Do NOT assemble in large open areas
- Do NOT call Emergency Services unless you have immediate concerns for your safety or the safety of others
- Do NOT call Emergency Services unless you have critical information that will assist emergency personnel

During the Lockdown, staff should:

- Follow instructions given by the Chief Warden (Responsible Person) and emergency Services only
- If there is a fire alarm at the centre and it is activated, remain where you are with the children and await further instructions
- Emergency Services must initially consider all individuals as a potential threat; follow all instructions always given by them so as not to be suspected as a potential threat

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After a Lockdown has occurred, it is important to:

- Remain calm and attend to any staff or children who may be distressed as some individuals may experience shock
- Cooperate with Emergency Services to ensure an orderly evacuation of the centre
- If advised, follow the evacuation procedures, and proceed to the designated Assembly Area with the children
- Assist Emergency Services if they require individuals to remain for questioning

Lockout

A lockout is used when an internal and immediate danger is identified, and it is determined that children, staff and visitors should be excluded from buildings for their safety.

The Chief Warden (Responsible Person) will announce the lockout with instructions, and in line with the next response, planning should have been undertaken to determine where the children, staff and visitors will evacuate to. All staff and children will then follow the relevant evacuation instructions.

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Alerts to Evacuate

Alert to Evacuate a Centre in an Emergency

Within every childcare centre, there are nominated ways to alert staff and children that there is an emergency, and that an evacuation is required.

It may be that there is a Fire Indicator Panel installed that emits a siren upon activated, or it may simply be that a person discovering the emergency will verbally announce the emergency to the staff and children.

It is important to know the method of alert in the childcare centre, so that staff and children are prepared to respond once the alert has been sounded.

Verbal

In the event of fire or any other emergency, the staff member who discovers the emergency event should verbally announce the requirements for evacuation to the staff and children. This announcement should include the nature of the incident and the actions required.

If the staff member discovers the fire, the staff member **MUST** raise the alarm by shouting:

“FIRE, FIRE, FIRE”

Ensure staff continue this call until all staff have been alerted and begin the evacuation process for the centre.

If the emergency is not fire related and an evacuation is still required, the staff members may shout:

“EVACUATE, EVACUATE, EVACUATE”

It is important during this time to speak clearly and calmly. Ensure that the instructions to the centre are specific so staff understand what steps they need to take to evacuate safely.

Whistle

Depending on the centre, whistles may be located in kitchens, at reception or attached to emergency grab bags. These will be used by staff to alert other staff and children of an emergency event.

When using the whistle, give short loud blasts (approximately 3-4 times) to gain staff and children’s attention. Verbal instruction should then follow, providing directions for evacuation.

It is important if the whistle method is used, that they are kept in accessible locations for staff to utilise across the centre.

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Communication During Evacuation

Communication is key when it comes to emergency situations and the evacuation process. It is important that all staff are aware of the procedure to alert the Chief Warden (Responsible Person) so they can determine the best course of action.

Staff will alert the Chief Warden (Responsible Person) by verbally announcing the situation. The following information advises what methods are used for the Warden Team to communicate during an evacuation.

Verbal Communication

The Chief Warden (Responsible Person) and staff may need to verbally communicate on the status of the evacuation during an emergency event. Staff should speak to each other without unnecessary shouting. Shouting may cause added concern to evacuating children.

Room Leaders or Wardens will report to the Chief Warden (Responsible Person) before leaving the centre. Their report should include that the area is clear, or advise of any problems that they may have encountered (e.g. abnormal situation / persons refusing to evacuate etc).

Phones

Landline Phones

Some centres will have landline phones installed that have intercoms, so staff are able to communicate between the children’s rooms and reception. If using this method, staff are to ensure they communicate clearly between the rooms and have a backup plan if the power is cut, and the landlines no longer work.

Mobile Phones

Normally staff will not have access to their personal phones in the children’s rooms, however, Room Leaders and the Chief Warden (Responsible Person) will have access to use their mobile phones in the event of an emergency.

The phone numbers for all Room Leaders and the Chief Warden (Responsible Person) should be preloaded into the phones to be easily accessible in an emergency.

The centre may also have a mobile phone specifically for the centre and will be taken by the Chief Warden (Responsible Person) during the evacuation and to the Assembly area. This phone number should also be preloaded into the staff members phones, and the centre to ensure that the phone is always charged.

Runners

The Chief Warden (Responsible Person) may direct a staff member / Nominated Warden to act as a ‘runner’.

The runner is used to relay messages between the Chief Warden (Responsible Person) and staff members at the Assembly Area. A runner is an effective way to relay messages when other communication methods are not able to be used e.g. no mobile phone.

If the Emergency situation escalates and parts of the centre become unsafe, the runner should cease relaying messages and remain at the Assembly Area. It is imperative that this person is safe during the emergency event.

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Alerting Emergency Services

It is important during an emergency that Emergency Services are notified so they can respond to the Emergency and assist the centre. Normally the Chief Warden (Responsible Person) will be the designated person to contact the Emergency Services using the following methods.

Phone

During an Emergency Event, it may be that Emergency Services need to be contacted, for them to respond to assist with the emergency and provide direction.

Normally the Chief Warden (Responsible Person) will make the call to Emergency Services and identify the nature of the emergency and provide any other information so that emergency services can ensure their response is adequate to handle the situation.

If using a mobile phone, it is important to ensure that the phone is fully charged in case Emergency Services need to make contact again to gather further information.

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Dialling 000

Stay focused, stay relevant, stay on the line

The Triple Zero (000) service is the quickest way to get the right Emergency Services to help you. You can contact Police, Fire or Ambulance in a life threatening or emergency situations.

Making the call:

- Stay calm and call Triple Zero (000) from a safe place
- When your call is answered you will be asked if you need Police, Fire or Ambulance
- If requested by the operator, state your town and location
- Your call will be directed to the service you asked for
- When connected to the Emergency Services, stay on the line, speak clearly, and answer the questions
- Don't hang up until the operator tells you to do so

Contacting Emergency Services:

During the call:

- You will be asked where you are
- Try to provide street number, street name, nearest cross street, and the area
- In rural areas give the full address and distances from landmarks and roads as well as the property name
- If calling from a mobile or satellite phone, the operator may ask you for other location information
- If you make a call while travelling, state the direction you are travelling, and the last motorway exit or town you passed

Instructions from the operator:

- The operator may ask you to wait at a pre-arranged meeting point to assist Emergency Services to locate the incident

Your location / address details are:

FROEBEL Australia FROEBEL Alexandria

Suite 7105, 177-219 Mitchell Road, Alexandria NSW 2015

Ph (Business): Quote the number you are calling from

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Evacuation Procedures

General Evacuation Instructions

The evacuation procedures and diagrams for this centre have been designed to outline site specific information to ensure that all staff are aware of the evacuation procedures and designated exits for their centre. The evacuation procedures may also be known as a 'Code Orange'.

It is important that staff-to-child ratios are maintained during the evacuation, please refer to the ACECQA website below to ensure the centre follows the correct staff-to-child ratios.

<https://www.cecqa.gov.au/nqf/educator-to-child-ratios>

In the event of an evacuation, follow the steps below:

- Don't panic. Children need staff to be confident and capable in an emergency and their behaviour will reflect how they act
- Alert the Chief Warden (Responsible Person) immediately and follow all directions given by the Warden team
- Collect equipment from emergency response area (e.g. grab bags, first aid kits, classroom rolls or iPad)
- Leave immediately by nearest safe exit
- Move quickly; do not run
- If possible, close but do not lock the doors behind you
- Do NOT use lifts
- All staff should assist children in the evacuation, particularly in the nursery and any persons with special needs
- If a staged evacuation is ordered, you may be required to:
 - Stage 1 - Move away from immediate danger
 - Stage 2 - Move to a safe area within the building such as another compartment (e.g., other side of fire safety doors)
 - Stage 3 - Evacuate from the building
- Report to your designated Assembly Area
- Complete a rollcall to ensure all persons are accounted for
- Immediately notify the Chief Warden (Responsible Person) if:
 - Any injuries have been sustained
 - If you are aware of anyone who is unaccounted for
- Once all persons have been evacuated, the Chief Warden (Responsible Person) will conduct a final check of the building, including toilets, common areas and playgrounds
- Do not leave the Assembly Area until Chief Warden (Responsible Person) gives the "All Clear"

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Visitor and Contractor Sign-in Book / Staff Register

The Visitor and Contractor sign in register is very important within a Childcare environment, as they track when people are in the centre.

Once a visitor/contractor arrives at the centre the Chief Warden (Responsible Person) will need to ensure they sign in using the HUB app on the iPad at the front of the centre. Any temporary staff will register their name on the sign in register used for permanent staff.

During the time they are at the centre, they are under the responsibility of the staff member they are meeting with, and if an emergency event or evacuation occurs, the Warden Team needs to ensure that any visitors are accounted for when leaving the centre, and then again at the assembly area.

Once an evacuation has been called, it is the responsibility of the Chief Warden (Responsible Person) to ensure a warden or staff member collects the centre phone and sign in register prior to evacuating to the assembly area.

This will assist in ensuring that all known visitors are accounted for. Upon arrival to the assembly area the Chief Warden (Responsible Person) will use the centre phone to access the HUB app to ensure all visitors and contractors are accounted for. They will also use the sign in register to ensure any temporary staff have evacuated safely.

Meeting the Fire Service

The Chief Warden (Responsible Person) will meet the Fire Service at the nominated area (Fire Indicator Panel or Assembly Area).

On the arrival of the Fire Service, the Chief Warden (Responsible Person) will identify themselves to the Officer-in-Charge (OIC) and give a brief overview of the situation. This should be done in a concise and calm manner.

The briefing should include the nature of the incident, the status of the evacuation, and whether anyone needs immediate assistance. They should then act on directions of the Officer-in-Charge and assist as requested.

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The Use of Evacuation Cots/Prams in Childcare

This centre is equipped with Emergency Evacuation Cots/Prams to assist with the evacuation of young children during an emergency. It is important to know the locations of where the cots/prams are kept to be utilised in an emergency.

You may need to check the manufacturing details of your specific cot to confirm the exact capacity, however, most evacuation cots/prams are suitable to carry a maximum of 6 children in each cot/pram, with a maximum weight capacity as specified. It is important to keep the wheels always locked when the evacuation cot is not being used for transportation.

It is also important to distribute the occupant's weight evenly when in use. Do not place any items in the evacuation cot/pram with the children during an evacuation e.g. emergency grab bags or medication as this could be a potential hazard.

When transporting children to the assembly area, it is important that staff are always holding onto the cot/pram handle with someone at the front and back to ensure the cot/pram is kept secure.

Evacuation Pram Specific information:

Each child in the pram is provided with a safety harness that must always be used. Ensure the shoulder and waist straps are adjusted to fit the child snugly. The shoulder harness straps automatically disengage from the seat straps when not attached. This stops loops forming that may cause a strangulation hazard. Connect the shoulder strap to the waist strap before engaging in the middle buckle for each child.

There are 2 brake systems included on the pram. The parking brake is operated by engaging the red foot pedal. When engaged ensure the brake is correctly engaged by stepping on the pedal all the way down then gently pushing the stroller back and forth to confirm proper engagement before removing the wrist tether strap. The second brake system is a friction brake operated by a lever on the handlebar.

Alerting Regulatory Authorities

As soon as it is safe to do so, the Chief Warden (Responsible Person) should contact their operations manager and advise them of the emergency event and the outcome.

The Childcare Act then requires that the centre contacts the Regulatory Authority to advise them of a serious incident within 24 hours of the incident – initially by telephone and then followed by written notification. The Act requires that the Approved Provider must notify an officer from the Quality Assessment and Regulation Division at the appropriate Department Regional Office once emergency actions have been taken.

The Chief Warden (Responsible Person) is also required to notify parents or guardians of a serious incident as soon as is practicable via the most suitable method according to the event (e.g. phone, SMS, Email).

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Centre Evacuation Procedures

Walking Children – Ground Floor/Single Level Centre

The following process is for the evacuation of children who can walk and be guided from the centre and evacuate to the Assembly Area. Staff are always required to maintain the nominated staff to child ratio during this process.

Should this not be possible, immediately alert the Chief Warden (Responsible Person) who may be able to allocate additional staff (Chef/admin) to assist with the Evacuation where possible. During the Evacuation, your centre may use either the 'rope' or 'hand-holding' method to evacuate safely.

If the Chief Warden (Responsible Person) advises that the centre is required to evacuate, staff should complete the following process:

- The Room Leader (or nominated educator) will collect sign in sheets (or iPad), emergency grab bags, medications, evacuation rope (if in use) and emergency exit keys, if available, from their nominated location.
- Meanwhile, all remaining staff will prepare the children to evacuate.
- Staff will assist all children to the holding spot (Normally near the exit door to the room) and will line them up in single file.
- Staff will complete a quick head count or roll call if safe to do so, before advising the children to hold hands, OR will then hand out the evacuation rope, and guide the children to hold onto the rope for transition to the assembly area.
- Once the Room Leader (or nominated educator) has advised to evacuate, guide the children to commence an orderly and safe transition to the assembly area via the nearest and / or safest evacuation path.
- The Room Leader (or nominated educator) will then complete a final sweep of the room before advising the Chief Warden (Responsible Person) that their room has been cleared.
- If there is a playground between the children's room and assembly area, the Room Leader is to complete a sweep of the playground to ensure no children are remaining, and report back to the Chief Warden (Responsible Person).
- It is important that staff are distributed evenly between the group of children, with minimum one staff member at the front and one at the back of the line to ensure the children do not get lost on the way to the assembly area.

During the evacuation process, ensure that:

- Staff are to try and keep children calm at all times.
- All staff communicate with each other and the Room Leaders report to the Chief Warden (Responsible Person) during the evacuation.
- Any visitors, contractors or parents have also been accounted for where possible prior to reaching the assembly area.

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Non-Walking Children – Ground Floor/Single Level Centre

The below process is for young children (Babies) that are unable to walk from the centre to the Assembly Area. In this instance staff will need to assist the children by placing them in Evacuation Cot and/or Prams.

Staff must always maintain the nominated staff-to-child ratio during this process. Should this not be possible, immediately alert the Chief Warden (Responsible Person) who may be able to allocate additional staff (Chef/admin) to assist with the Evacuation where possible.

If the Chief Warden (Responsible Person) advises that the centre is required to evacuate, staff should complete the following process:

- The Room Leader (or nominated educator) will nominate a staff member to collect the evacuation cots/prams from their storage locations (normally the nursery rooms). If prams are being used, this staff member may need to setup the prams for the children.
- The Room Leader (or nominated educator) will collect the sign in sheets (or iPad), emergency grab bags, medications, and emergency exit keys if available, whilst the remaining Staff collect the children and place them in the middle of the room.
- Staff will then assist all children into the evacuation cots/prams (Max 6 children per cot/pram), ensuring that they are secured properly, and move to the nearest exit as indicated on the Evacuation Diagram, in preparation for further evacuation directions provided by the Chief Warden (Responsible Person).
- A quick head count/ roll call is completed if safe to do so
- Once advised by the Room Leader (or nominated educator), staff will begin the evacuation, by guiding the children in the cots/prams in a safe manner to the assembly area via the nearest and / or safest evacuation path.
- The Room Leader (or nominated educator) will then complete a final sweep of the room before advising the Chief Warden (Responsible Person) that their room has been cleared.
- If there is a playground between the children’s room and assembly area, the Room Leader (or nominated educator) is to complete a sweep of the playground to ensure no children are remaining, and report back to the Chief Warden (Responsible Person).
- It is important that staff are distributed evenly between the group of children, with staff in front and at the rear of the cots/prams where possible to ensure they are kept secure on the way to the Assembly Area.

During the evacuation process, ensure that:

- Staff are to try and keep children calm at all times.
- All staff communicate with each other and the Room Leaders report to the Chief Warden (Responsible Person) during the evacuation.
- Any visitors, contractors or parents have also been accounted for where possible prior to reaching the assembly area.

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Assembly Area Procedure

Procedure upon arrival to Assembly Area

Once Staff, children and any visitors have arrived at the nominated assembly area, staff should complete the following:

- Room Leaders are to complete a physical check of children evacuated against the room rolls
- The Chief Warden (Responsible Person) is to check and confirm with each Room Leader that all children, staff, and visitors have all been accounted for
- Staff trained in First Aid are to administer if required
- Chief Warden (Responsible Person) to check against visitor sign in register that all visitors have been accounted for

Where possible, staff will then guide the children to sit in a circle on grassy parts of the assembly area, or if a grassy area is not available, staff should use blankets or shaded spots for the children to sit safely. If the centre is located near a road it might be necessary for staff to make a barrier between the road and the children to ensure safety, or utilise traffic cones.

Staff will then use items from their emergency bags, if available, to keep the children occupied and calm while they await further instructions from the Chief Fire Warden (Responsible Person) or Emergency Services.

Some of the methods used include - read a storybook, sing songs, or play games within the circle. Staff will also provide children with food/water to assist with keeping them as calm as possible. Staff members are to ensure that staff to child ratios are maintained at all times to ensure that children are continued to be accounted for while they wait for further instructions.

Upon arrival to the Assembly Area, any children from the nursery rooms will have staff appointed to keep the young children calm and provide them with any water/food as necessary. Staff will also keep the hood of the prams if being used over the babies to ensure they are protected from the elements.

Procedure once all clear have been given

After Emergency Services have arrived and spoken with the Chief Warden (Responsible Person), the below procedure should be completed:

- The Chief Warden (Responsible Person) is to advise each group if it is safe to return to the building once instructed by Emergency Services
- If it is NOT safe to return to the building, the Chief Warden (Responsible Person) will commence contacting families to organise collection of their child
- If it IS safe to do so, children are to return to their rooms in the same way that they were evacuated (e.g. using the rope, evacuation cot)
- Staff will check that all children are accounted for prior to leaving the Assembly Area, and again, once inside their rooms
- The Chief Warden (Responsible Person) is to complete the Emergency and Evacuation Log, record details of the action taken, attaching copies of the room rolls as signed off by staff during and after the incident as a cross check to account for all children and Staff

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Evacuating Mobility Impaired and Special Needs Persons

A Mobility Impaired or Special Needs Person is any adult or child who is unable to exit the centre without assistance. This includes people who:

- Are wheelchair bound or require mobility equipment due to injury or disability, such as crutches or frame
- Are visually or hearing impaired
- Injured due to the nature of the emergency
- Has a completed Personal Emergency Evacuation Plan (PEEP) which outlines additional assistance required

In the event of an evacuation the Chief Warden (Responsible Person) will nominate a staff member to assist the mobility impaired out of the immediate danger area as per the instructions of the PEEP form.

PEEP Forms

The centre has a procedure in place to complete a plan for any children or staff that requires additional assistance to evacuate in the event of an emergency. This is completed using a Personal Emergency Evacuation Plan (PEEP) form. Once a form has been completed a copy is to be kept in the Fire Safety Folder and a copy attached to the emergency bag.

The purpose of the PEEP form is to ensure that all staff are aware of children/staff needing additional assistance to evacuate, and to also notify Emergency Services upon arrival if they need to evacuate any persons with additional needs

Direct Evacuation

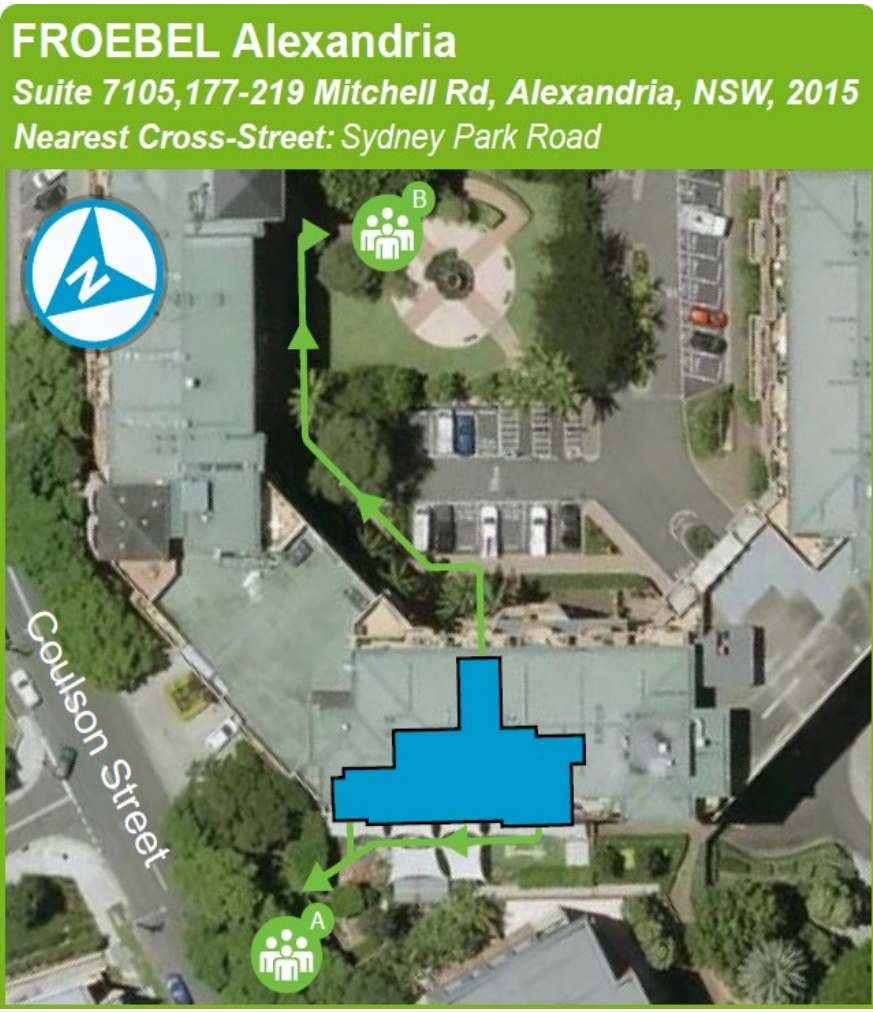
If a direct evacuation from the building is possible, such as being located on a ground floor, mobility impaired individuals should be assisted to, but not obstructing, the nearest safe exit. When all children have been evacuated, assist mobility impaired individuals directly to the Assembly Area, if safe to do so.

Fire Safe Area

If a direct evacuation from the building is not possible, such as being located on an upper floor level, mobility impaired individuals should be assisted to, but not obstructing the nearest safe area. When all children have been evacuated, assist mobility impaired individuals into the safe area and ensure the Chief Warden (Responsible Person) has been notified. Any doors should be closed to provide isolation from the danger area. A nominated staff member shall wait with the mobility impaired until assisted by the Emergency Services, if safe to do so.

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Site Plan



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Method of Operation of Fire Fighting Equipment

****Below are examples of Fire Equipment that may be installed in the centre. We recommend checking the centre's evacuation diagrams to identify the specific types of fire equipment installed.****

	<p>Fire Extinguisher/s – Dry Chemical Powder</p> <p>To be used for paper, wood, plastics, textile, flammable liquids, flammable gases, and electrical equipment.</p> <p>To use a fire extinguisher:</p> <ul style="list-style-type: none"> • Pull pin from and squeeze handle • Aim the nozzle at base of fire • Squeeze handles and operate extinguisher • Sweep the fire from side to side <p>Remember to:</p> <ul style="list-style-type: none"> • Stand back at a safe distance • Keep the exit door to your back • Ensure correct grip of the 'nozzle' • Direct the extinguisher stream at the base of the fire, not at the smoke • Distance yourself immediately the situation becomes unsafe
	<p>Assembly Area</p> <p>The Assembly Area is the designated place or places where staff and children should assemble once evacuated.</p> <p>If you are instructed to evacuate you should follow all the instructions given by your Wardens or Fire Officers. You should leave immediately by the nearest safe exit, moving quickly but not running. Once out of the centre, report to your designated assembly area and do not leave until instructed to do so by your Wardens or Fire Officers.</p>
	<p>Exit Sign</p> <p>An Exit Sign is a device that is located within the centre that denotes the path to follow that will guide children to the final emergency exit.</p> <p>Exit Signs may display a directional arrow to indicate the evacuation route to either the left or to the right.</p> <p>They may be permanently illuminated and display a pictogram showing a character at a door, or they may have the written word "EXIT" prominently displayed.</p>



Fire Blanket

A Fire Blanket is a safety device designed to extinguish small fires. It consists of a sheet of fire-retardant material which is placed over a fire in order to smother it. They may be used for a kitchen fire or a clothing fire and are usually made of fibreglass (and sometimes Kevlar) and are folded in to a quick-release container for ease of storage.

To use a Fire Blanket:

- Pull down the tabs to release the blanket.
- Open the blanket fully and position your hands so they are protected by the blanket.
- Place the blanket gently over the flames.
- Turn off the heat source and leave the blanket in place, call 000.



Fire Hose Reel

Fire Hose Reels provide a reasonably accessible and controlled supply of water to combat a potential Class A fire risk (wood, paper and plastics). They are 36 metres in length and designed to be used by occupants in an emergency event only and should not be used for any other purpose.

To operate a Fire Hose Reel:

- Turn water on to the hose reel by operating the control valve
- Remove nozzle from its bracket
- Proceed to a safe distance from the fire
- Turn the water on by operating the nozzle
- Direct the water at the base of the flames
- Extinguish the fire by using a sweeping action

Training, Record Keeping and Drills

Training Requirements

Within Australia, there is a requirement in each state to complete a version of General First Response training, as well as ECO training for anyone who forms part of the Emergency Control Organisation (or Warden Team). The training requirements are based on local legislation (such as the Building Fire Safety Regulations for QLD) and national standard AS3745-2010.

We recommend that all persons working in the centre (including visitors/contractors) should be given general evacuation instructions as soon as practically possible, but no later than 2 days from when the person commenced work.

Within one month of a person commencing work that person should also receive General First Response Evacuation Instructions. This must then be given again at 12 or 24-month intervals (please refer to state legislation for training requirements).

If there is a major change to the evacuation procedures for the centre, this would need to be conveyed to all persons working within the centre for them to complete new General First Response Training as soon as practically possible but no later than one month after the changes have been implemented.

In addition to the above-mentioned evacuation instructions, all persons working in the centre must also receive instruction on the centres evacuation coordination procedures.

Your centre has been assessed to be a **low occupancy level** and as such the following persons working or visiting in this centre should receive the following training:

All States (Except QLD):

- **Fire Warden Training** should be undertaken by all staff that have been nominated to undertake the Position of Wardens for the Centre. This training should be reviewed **6 monthly**.
- **General First Response Evacuation Training** should be undertaken by staff within one month of a person commencing work in the building and discussed at staff meeting at least twice annually. This training should be reviewed **annually**.

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Record Keeping

Each centre should create a Fire Safety Folder, used for all documentation and record keeping purposes. This folder should be stored in a safe location that would be protected in the event of a fire e.g. a metal filing cabinet. If safe to retrieve, this folder will be taken by the Chief Warden (Responsible Person) in the case of evacuation.

The Fire Safety Folder should also be made available during Department Visits for Assessment and Rating, Fire Safety Audits conducted by 3rd Party Contractors as well as to the Emergency Services upon request (Fire Brigade). Failure to do so may result in a breach of your Centres Fire Safety obligations.

The Fire Safety Folder must contain the following Information:

- Your Emergency Management Plan (this document)
- The Fire and Evacuation Policy for your centre. An electronic copy can be kept as well as a copy in the Policy Folder
- Fire and Evacuation Instruction Register – this document outlines the training for specific groups of staff and is broken into the four areas of training
- Emergency Information Form (which is also located next to each phone in the centre)
- Centre Fire Safety Management Tool form completed on a quarterly basis (if applicable)
- Fire Installation Checklist (that is completed annually – if applicable)
- Emergency Procedure Drill and Fire Evacuation log outlining all Records of Emergency Evacuation and Lockdown Drills performed at the Centre
- Printed Copy of the **Fire Equipment** Maintenance report provide to you by the Maintenance Contractor upon completion of the six-monthly service
- Printed copy of the **Electrical Test & Tag** register provided to you by your Maintenance Contractor upon completion of the Annual Testing
- A copy of the Relevant State Authorities required building documentation

Annual Certification

In each State or Territory there is documentation issued from when the building was constructed, and then requirements outlined to have documentation issued on an annual basis. Please refer to your state for what is required for your centre:

- **ALL States** – Certificate of Classification / Certificate of Occupancy. This document is the relevant authorities Approval to Occupy the building for the purpose of carrying out our business. The Compliance team will provide you with a copy of this document which should be stored in the Fire Safety Folder
- **VIC, ACT and WA** – Annual Essential Safety Measures report (AESMR). This will be completed by the Head Office Compliance team on an Annual Basis and signed by the building owner. This document must be updated in the Fire Safety Folder and Entrance Foyer.
- **NSW** – Annual Fire Safety Statement. This will be completed by the owner in consultation with the Head Office Compliance team and lodged to Council on your behalf. This **MUST** be updated on an Annual Basis in the Fire Safety Folder and Entrance Foyer.

(Should you receive notification from your Building Owner to submit a replacement, email the notice immediately to your head office)

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Evacuation Drills

Training and practice are essential for successfully managing risks. It is a requirement under section 97(3)(a) of the National Regulations that emergency and evacuation procedures are rehearsed at a minimum every 3 months. FROEBEL ensures the minimum emergency and evacuation rehearsals occur every 3 months, and strongly encourages that each service conducts monthly emergency and evacuation rehearsals to ensure each child and employee has an opportunity to practice the various emergency scenarios.

Evacuation and emergency drill exercises allow children, staff and families to evaluate what works and what needs to be improved. The aim of the evacuation drill is also to:

- Provide practice of the duties and procedures by all children,
- Allow children to participate in an evacuation in a controlled condition, use exits that may not normally be used day to day and travel to and physically identify the Assembly Area,
- Allow the evaluation of the effectiveness of the procedures,
- Ensure the working condition and effectiveness of emergency alarm and/or communications equipment,
- Observe any other conditions or limitations to the effective evacuation of people from the premises.
- Allows staff to understand the evacuation diagrams, where they are located and how to safely evacuate the centre.

It is recommended that a Fire Safety Adviser observe at least one fire drill every year to assess evacuation procedures and offer advice where needed, unless otherwise stated under your licensing agreement

In relation to Fire and Evacuation Drills, these practices are to be completed on a quarterly basis and carried out by the Nominated Supervisor or Centre Fire Warden as per the legislation. The Approved Providers expectation is that a monthly emergency drill is conducted to ensure all educators, staff and children are aware of what to do in an emergency.

Once the *Emergency Procedure Drill and Fire Evacuation Log* is completed, it is to be filed in the Fire Safety Folder. Additional Notes: All areas of this document must be completed such as the evacuation time, location of fire, the time the evacuation started and finished the name of the person in charge of the practice evacuation etc.

Emergency Response Exercises

In addition to completing evacuation drills, centres should also complete Emergency Response Exercises. These will ensure that staff and children are familiar with dealing with an emergency situation that may not be related to a fire. Some of these may include:

- Lockdown
- Bomb Threats
- Internal Emergencies (gas leaks etc.)

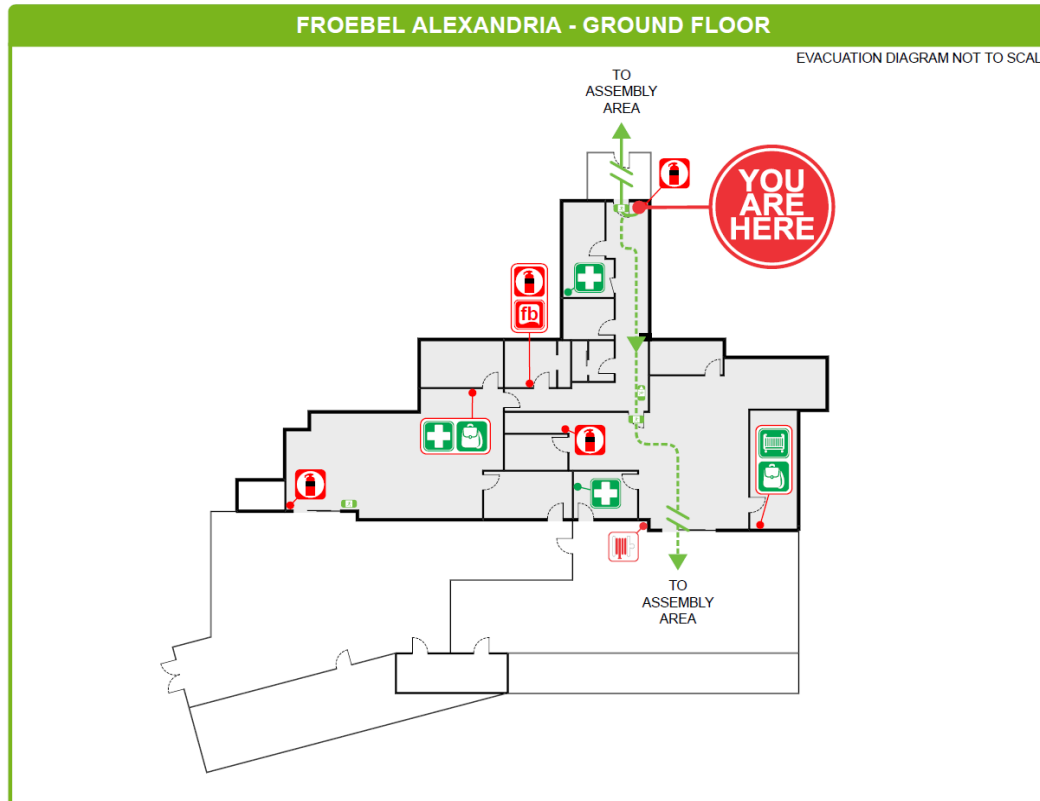
In the event of a fire, bomb threat or a situation requiring a building evacuation, then the Emergency Response for Evacuation must be followed. In the event of a Lockdown or threat to the site then refer to the Lockdown incident procedures.

A record of all practices including any evaluations and reports must be kept with the Emergency Management Plan for a minimum of 2 years.

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Evacuation Diagram

EVACUATION DIAGRAM













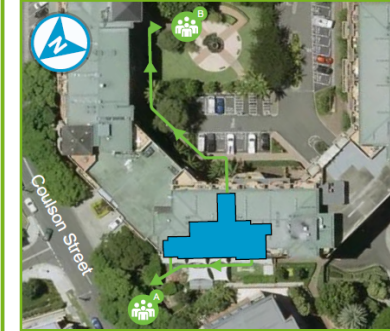
 Evacuation Cot
  Carbon Dioxide
  Fire Blanket
  First Aid Kit
  Grab and Go Bag
  Hose Reel
  Exit
  Alternate Evacuation Path
  Evacuation Path
  Assembly Area

Diagram Ref: AG - YAH - 1 Issue Date: 02/2024 Review Date: 02/2029

FROEBEL Alexandria
Suite 7105, 177-219 Mitchell Rd, Alexandria, NSW, 2015
Nearest Cross-Street: Sydney Park Road



EVACUATION INSTRUCTIONS

- On Evacuation Signal, gather the children, emergency grab bags and medications.
- Educators to guide children to line up near exits and complete roll call and head count to ensure all children are accounted for.
- Once advised to Evacuate, guide the children to the nominated Assembly Area via the safest/quickest path outlined on evacuation diagrams.
- Lead Educator to complete final sweep and close doors to ensure no one is left behind. Alert the Chief Warden the room is all clear.
- Once at the Assembly Area, complete roll call and head count.
- Await further instructions from the Chief Warden.

© Diagram produced by Australian Compliance Management - 1300 206 006

Appendices

Appendix A – Evacuation/Lock Down Record

Details of the Conducted				
Name of Service			Date	
Type of Drill	Fire	Lock down	Natural disaster	Other:
Time Drill Commenced:				
Time Drill Completed:				
Conducted By:				
Location of the incident:				
Describe how the evacuation proceeded:				
Sign In & Out Sheets collected by:				
Roll call conducted by:				
How many children were in attendance:		<i>Please attach a copy of the rolls for the children in attendance.</i>		
How many children were asleep:				
Areas to follow up on, suggestions for improvement or training ideas or any relevant matter concerning safety for the next drill:				
Team Members Present During the Drill				
Name	Signature	Name	Signature	

Please attach a copy of the Roster and Visitors Book if visitors were present during the drill

Others Present During the Drill			
Name	Signature	Name	Signature

FIRE DRILL REFLECTION

Fire Safety Equipment Checklist – To be checked after each fire drill			
Item Checked	Yes	No	Comments
Alarm Bell or Whistle			
Fire Evacuations and Procedures evident in all rooms			
Fire Extinguishers (date last tested)			
Fire Blankets			
Evacuation Equipment and Contact Details			
Gate & Centre Keys			
Fire Evacuation Cots			
Exit Signs Illuminated			
Fire evacuation plans evident throughout centre and clearly displayed at all exit points			
Evacuation Bag (<i>including basic first aid kit, nappies, wipes, gate and centre keys (if required), bottled water</i>)			

Fire Drill Completed
By (Name): _____ Signature: _____


Fire Warden (Name): _____ Signature: _____

Manager (Name): _____ Signature: _____




Appendix B – Personal Emergency Evacuation Plan (PEEP)

Personal Emergency Evacuation Plan (PEEP) Complete this for any person who has a disability and would require assistance during an emergency evacuation.

General Details:

Persons Name:		Company/Department/Element:	
 Mobile:		 Work:	
Location:			
Campus:	Building:	Level:	Room:
Period Onsite:	Fulltime <input type="checkbox"/>	Part-time <input type="checkbox"/>	Visitor <input type="checkbox"/>
Date(s):	Days:	Onsite Hours:	

Designated Assistance and Contact Details:

Building Warden	Name:			
Assistant	Name:			
Assistant	Name:			
Are the designated assistants trained in emergency and evacuation procedures?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Are the designated assistants trained in the use of evacuation equipment?	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is a diagram required for preferred route of assisted evacuation?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Issued Date:	/	/	Review Date:	/

Approved:

Person requiring assistance:	_____	Date:	/	/
Building Warden:	_____	Date:	/	/

Evacuation Requirements

Is an assistance animal involved? (guide dog etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the person trained in the Emergency Response Procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred method of receiving updates to emergency response procedures? (e.g. email)			
Preferred method for notification of emergency? (e.g. visual alarm)			
Type of assistance required:			
Equipment required for evacuation:			
Egress procedure:			

Appendix C – Emergency Evacuation Bag Checklist

This is a guide to the recommended contents of your emergency evacuation bag. Complete a risk assessment to identify if additional equipment is necessary in your center's bags.

Items to Collect During Evacuation or Lockdown	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Children' rolls												
Family and emergency authorised contact details												
Staff attendance record												
Visitor and contractor sign in sheets												
Staff contact details												
Medication required by children and staff												
Portable first aid kit												
Charged mobile phone and charger												
Items Located in Emergency Kit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Lanyard with exit gate keys and whistle												
Safety vest and/or tabards												
Facility keys												
Torch with replacement batteries (or wind-up torch)												
Whistle												
Portable battery powered radio												
Bottled water												
Non-perishable snacks e.g. dried fruit, crackers and muesli bars												
Sunscreen and spare sunhats												
Plastic garbage bags and ties												
Toiletry supplies												
Spare nappies												
Books or other small resources for children												

Appendix D – First Aid Kit Checklist

The content of a first aid kit is determined after completing a risk assessment to consider the size and configuration of the centre and the number of children and adults. There must be at least one main well-stocked first aid kit located in a central location and smaller or portable first aid kits may be positioned around the centre and outdoor areas. When auditing content monthly, be sure to check expiration dates and discard any products past their expiration date.

Item	Quantity (Guide only)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Adhesive dressing strips (e.g. Band-aids)	Box of 50-100												
Coloured adhesive dressing strips (Blue)	Box of 50												
Adhesive dressing pads	5												
Non-adhesive dressing pads	5												
Gauze swabs	5												
Hypoallergenic tape	1 roll												
Triangular bandages	3												
Crepe bandages	3												
Safety pins	10												
Eye-pads	2												
Saline tubes	10												
Cotton buds	Box of 50												
Square-ended tweezers	1												
Stainless steel scissors	1												
Splint	1												
Kidney dish or similar (plastic)	1												
Disposable gloves	10 pairs												
Digital thermometer	2												
Commercial cold pack/compress (in freezer)	4												
Resuscitation mask	2												
First aid handbook	1												
Resuscitation chart (on display)	1												

Checked By:

Appendix E – Bomb Threat Checklist

Caller Name:	Date:	Time:
Phone Number:	Duration of Call:	
General Questions to Ask: <ol style="list-style-type: none"> 4. What is it? 5. When is the bomb going to explode? OR when will the substance be released? 6. Where did you put it? 7. What does it look like? 8. When did you put it there? 9. How will the bomb explode? OR how will the substance be released 10. Did you put it there? 11. Why did you put it there? 	Callers Voice: Accent (specify): Any impediment (specify): Voice (loud, soft): Speech (fast, slow): Dictation (clear, muffled): Manner (calm, emotional): Did you recognise the caller? If so... who do you think it is? Was caller familiar with the area? Gender? Estimated Age:	
Chemical/Biological Threat Questions <ol style="list-style-type: none"> 1. What kind of substance is in it? 2. How much of the substance is there? 3. How will the substance be released? 4. Is the substance a liquid, powder, or gas? 	Background Noise: Street Noises: House Noises: Aircraft: Voices: Music: Machinery: Other: Local Call:	
Bomb Threat Questions: <ol style="list-style-type: none"> 1. What type of bomb is it? 2. What is in the bomb? 3. What will make the bomb explode? 	Report Call Immediately: Phone Number: Advice received:	
Exact Wording of Threat:		
Remember – Keep Calm – Don't Hang Up		