

**FRÖBEL**  
Competence for Children



# EMERGENCY MANAGEMENT PLAN

**FROEBEL St Leonards**

**454-456 Pacific Highway, St Leonards NSW 2065**

**February 2024**

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



National Fire Safety Regulations &

A.S. 3745-2010 "Planning for Emergencies in Facilities" and relevant local Policies and Procedures

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## Introduction

### Purpose of the Plan

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

It is the priority of FROEBEL St Leonards 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 St Leonards, 454-456 Pacific Highway, St Leonards NSW 2065. 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 St Leonards 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 St Leonards 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.

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 St Leonards
Building Address	454-456 Pacific Highway, St Leonards NSW 2065
Operating Hours	7:30am-6pm
Local Police	North Sydney Police Station – 02 9956 3199 or 000
Local Fire Brigade	Fire and Rescue NSW Lane Cove Fire Station – 02 9493 1061 or 000
Local Hospital	Royal North Shore Hospital – 02 9926 7111 or 000

Building Owner	CSF PROPERTY DEVELOPMENTS PTY LTD c/- ROY SPAGNOLO & ASSOCIATES
Owner Address	PO BOX 1444, GRIFFITH NSW 2680
Owner Phone Number	N/A
Owner Email	N/A

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	34
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

### Persons Responsible for administering the centre Emergency Management Plan

Name Australian Compliance Management

### 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

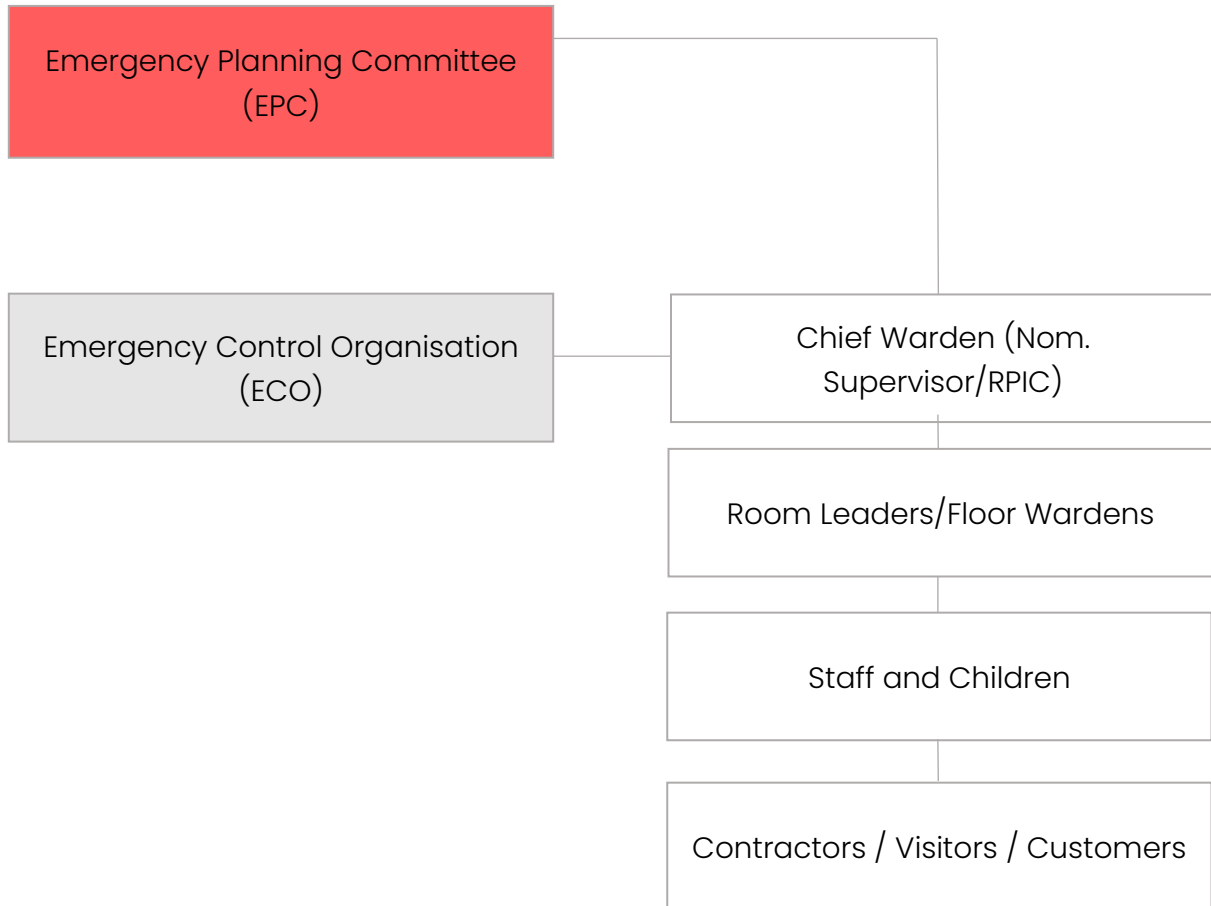
### Emergency Management Plan Amendment Register

Date of Amendment	Reviewed By:	What Changes were Made?
19/12/2022	ACM	Updated Lockdown Procedures as per discussions with FROEBEL
09/01/2023	ACM	Updated Training Procedures and EMP Template
07/02/2023	ACM	Updated Warden Team
05/04/2023	ACM	Updated Warden Team, and updated Lockdown procedures
26/04/2023	ACM	Updated Evacuation Procedures to reflect new communication methods as per conversation with Centre Director
26/05/2023	ACM	Updated Evacuation Procedures to remove emergency cots.
29/08/2023	ACM	RPIC and EPC updated.
12/02/2024	ACM	Updated Evacuation Procedures for Non-walking Children and Chief Warden to reflect new procedures relating to Garage Door + Annual 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
Evgeniya Sologub	02 9436 3531	stleonards@froebel.com.au	01/03/2023

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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.

## Emergency Control Organisation (Warden Team) List

Name	Phone	Email	Centre Role	Fire Safety Role	Start Date
Lisa Ziegler	02 9436 3531	stleonards@froebel.com.au	Froebel St Leonards	Chief Warden	10/04/2023
Yina Ge	02 9436 3531	stleonards@froebel.com.au	Nursery	Chief Warden	31/07/2023
Pavel Stanislav	02 9436 3531	stleonards@froebel.com.au	Toddler	Chief Warden	14/08/2023
Alicia Tang	02 9436 3531	stleonards@froebel.com.au	Toddler	Floor Warden	20/03/2023

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Pamela Therese Buenaventura	02 9436 3531	stleonards@froebel.com.au	Preschool	Chief Warden	19/02/2023
Evgeniya Sologub	02 9436 3531	stleonards@froebel.com.au	Educational Leader	Chief Warden	01/01/2022
Yuji Ono	02 9436 3531	stleonards@froebel.com.au	Nursery	Chief Warden	01/01/2022
Yuzhen (Jane) Qiu	02 9436 3531	stleonards@froebel.com.au	Nursery	Chief Warden	01/01/2022
Pik Kei (Peggy) Hong	02 9436 3531	stleonards@froebel.com.au	Nursery	Floor Warden	01/01/2022
Naomi Gilliland	02 9436 3531	stleonards@froebel.com.au	Toddler	Chief Warden	01/01/2022
Sheeja Menakath	02 9436 3531	stleonards@froebel.com.au	Toddler	Chief Warden	01/01/2022
Aneta Kubisiak	02 9436 3531	stleonards@froebel.com.au	Preschool	Floor 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.

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- 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.
- Making sure that the walkie talkies for level 1 stairwells are always charged
- Ensure that the centre phone is always charged, and that the HUB application is installed, used for contractors and visitors to sign in.
- Check that all of the iPad's on each level have the HUB application installed.
- Make sure that the evacuation cots are always stored in the nominated area (Front Reception in front of list)
- Ensure that all temporary staff sign in to 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.
- Attend the Fire Indicator Panel on ground floor to determine the zone of the emergency
- Activate the centre's method of alert – Fire Indicator Panel or whistles
- 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, Use the Fire Indicator Panel PA system to alert the centre to evacuate, and advise which stairwell to evacuate through if safe to do for that level
- Collect the centre phone and contact Triple Zero (000) to alert emergency services – Ensure you notify them that you are evacuating a large number of non-ambulant children and request additional assistance where possible
- 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 or nominate a staff member to collect the paper-based staff register to the assembly area to account for any temporary staff
- 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
- If safe to do so, also complete a sweep of the basement level carparks to ensure no parents/persons are inside
- Meet up with the staff at the bottom of the stairwell to confirm that all rooms have been reported as clear before moving to the Assembly Area
- 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
- Notify the operations manager as soon as it is safe to do so

- 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.

## 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.

## Floor Warden

### Event

#### In the event of an emergency the Floor Warden should take the following actions:

- When you hear the alert/evacuate tone via the Fire Indicator Panel, advise the room leaders on your level to prepare for an emergency response or evacuation
- If you are a room leader, and take the role of a Floor Warden in an emergency situation, you will nominate another team member to take the role of collecting the emergency grab bag, medications etc.
- Once the Chief Warden has advised to evacuate via the nominated stairwell – advise all room leaders to proceed with the evacuation
- Once the level has been evacuated, if safe to do so complete a sweep of your level prior to evacuating and move down the stairwell
- When reaching ground floor, confirm with the Chief Warden (Responsible Person) that your floor has been cleared
- If the centre has evacuated via multiple stairwells, collect the walkie talkies from the nominated location on level one, and turn on to the nominated channel to communicate with the other stairwell
- Once at the Assembly Area, complete a check with room leaders (or nominated educator) that all staff, children and visitors/contractors have been accounted for
- Report to the Chief Warden (Responsible Person) the outcome of the evacuation

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## Post Event

### The duties of the Floor Warden Post Event:

Now that the emergency is over, the Floor Warden will carry out the following:

- Once emergency services have given the all clear, advise staff that it is safe to return to the centre
- If the centre is not safe to return to, work with the Chief Warden (Responsible Person) to contact the families and organise the collection of the children
- Attend a debrief meeting with Warden Team members, staff and, where appropriate, with any attending Emergency Services
- Report to your Chief Warden (Responsible Person) of any findings or improvements that could be improved to the emergency response procedures

## Room Leaders

### Event

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

- Listen to the alerts and announcements via the Fire Indicator Panel
- Advise the staff to gather the children in the middle of the room in preparation to evacuate
- Liaise with the Floor Warden to determine the emergency and if an evacuation is required.
- If the Chief Warden (Responsible Person) advises the centre to evacuate via the nominated stairwell over the PA system, 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 to proceed down the nominated stairwell, placing any young children in Evacuation prams.
- Once at the bottom of the exit stairs, they will liaise with the Chief Warden (Responsible Person) or Floor Warden 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"> <li>• Raise the alarm</li> <li>• Ensure personnel are aware of the emergency</li> <li>• Ensure ECO members (Wardens) have been notified</li> <li>• Ensure the Emergency Services have been notified</li> </ul>	<p><b>Decide on action</b></p> <ul style="list-style-type: none"> <li>• Support – Do not attempt to fight the fire alone</li> <li>• Size – Ensure the fire can be contained using the equipment at hand</li> <li>• Surroundings – Check for danger such as the spread of fire, gas cylinders or chemicals.</li> <li>• Smoke, Gases, Fumes, and Heat – Ensure you always remain below the smoke level</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Check that you have the correct equipment for that class of fire</li> <li>• If the appropriate extinguisher is not available, then contain the fire by closing doors.</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• Test the equipment prior to approaching the fire.</li> <li>• Keep low – stay below the smoke level</li> <li>• 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</li> <li>• If the fire cannot be controlled, close the doors if safe before leaving</li> </ul>	<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:

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

## 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

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## 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

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## 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:

- 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

## 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

## 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.

During a lockdown, staff will direct children to their designated lockdown areas. These differ for each room, and staff must be aware of where to lockdown. The lockdown areas for each level are as follows:

### Level 1

- Primary – fire corridor behind the preschool.
- Alternative – split the children into two groups and move to the bathroom and children's bathroom.

### Level 2

- Split – split the children into three groups and move to the team room, kitchenette, and adult bathroom.

### Level 3

- Split – split the children into three groups and move to the planning room, adult bathroom, and Centre Directors Office.

### Level 4

- Bathroom and Storage Area

### 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

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**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

**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.

### Fire Indicator Panel

This centre is equipped with an installation called a Fire Indicator Panel, or FIP for short. A Fire Indicator Panel is normally installed in the front entrance of the centre or in a plant room, and is linked to other fire detecting devices, such as smoke or heat detectors.

If a fire is started within the centre, once the heat reaches a certain temperature, the detectors will go off and send a message back to the Fire Indicator Panel to activate a siren or bell, alerting staff and children of the emergency.

The Fire Indicator Panel is connected to emergency services or a security company, immediately notifying them of the incident. However, the Chief Warden (Responsible Person) will always contact emergency services to ensure they have received the alert.

When staff hear the evacuation tone and the Chief Warden (Responsible Person) has advised to evacuate, follow the centres evacuation procedures. Follow instructions of the Chief Warden (Responsible Person) and evacuate to the nominated assembly area.

### 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.

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## Public Address (PA) System

The Chief Warden (Responsible Person) may use the Public Address (PA) System to give instructions to staff and children regarding the requirements for an evacuation.

To operate the P.A. microphone, ensure that the required P.A. function is selected. Take the time to think of what your message will be before broadcasting it. Depress the trigger before speaking. Speak clearly and calmly without shouting.

## 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.

## 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, Floor Wardens and the Chief Warden (Responsible Person) may have access to use their mobile phones in the event of an emergency.

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

The centre may also has 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.

The mobile phones would be used to communicate via the levels if required.

## Portable Radios (Walkie-Talkies)

The Chief Warden (Responsible Person) and staff use Portable Radios, otherwise known as walkie-talkies, to communicate in an emergency. All unnecessary chatter or overuse of the radio should be avoided.

To operate the portable radio, ensure it is turned on then depress the trigger before speaking. Take a moment to think of what your message will be before broadcasting it. Speak clearly and calmly without shouting. To ensure voice clarity, hold the radio to the side of your mouth so that you speak across the microphone and not directly into it.

If interference is experienced, the Chief Warden (Responsible Person) will broadcast a new channel to be used for that emergency event.

It is important to ensure that when using portable radios, that they are located throughout the centre, and are always kept charged.

At FROEBEL St. Leonards the portable radios are kept inside the evacuation stairwells on level one and will be utilised by Floor Warden's in the event of an emergency. It is important to ensure they are always kept charged.

## 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.

### Monitored Fire Indicator Panel with Manual Call Points

The centre is fitted with a Fire Indicator Panel (FIP) that is connected to Emergency Services or a local security company and has Manual Call Points installed throughout the centre.

When a Manual Call Point (MCP) is activated, it will operate the Fire Indicator Panel, and emergency services will be automatically contacted upon activation.

Regardless of whether the centre has a Fire Indicator Panel, the Chief Warden (Responsible Person) will follow up with a phone call to Emergency Services, so they are aware of the nature of the emergency, and their response is adequate to handle the situation.

Staff should advise the Chief Warden (Responsible Person) as soon as practicable as to the reason for the activation of the Manual Call Point (MCP) (e.g. accidental operation, malicious operation, fire, etc).

### 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.

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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.

## 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 St Leonards

454-456 Pacific Highway, St Leonards NSW 2065

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.

The centre has also installed the HUB application on all iPad's across the 3 x levels of the centre, and the register can be accessed via any of the iPad's if required.

## 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.

## The Use of Evacuation Prams in Childcare

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

At Froebel St Leonards, the evacuation prams are kept in the main entrance area of the centre on ground floor, in front of the lift. In the event of an evacuation, the entrance door will be unlocked electronically, and upon alert to evacuate a staff member of the room who arrives to the ground floor first (area in front of the garage gate) will enter the building through the main entrance to retrieve the prams.

The person collecting the prams should assess the safety of re-entering the centre and complete this task only if safe to do so.

You may need to check the manufacturing details of your specific pram to confirm the exact capacity, however, most evacuation prams are suitable to carry a maximum of 6 children in each pram, with a

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maximum weight capacity as specified. It is important to keep the wheels always locked when the evacuation pram 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 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 pram handle with someone at the front and back to ensure the 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).

**Centre Evacuation Procedures**

**Walking Children – Multi-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. This procedure is for evacuating a multi-level centre where children are required to walk down nominated stairs. 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.

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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/iPad, emergency grab bags, medications, evacuation rope (if in use) and emergency exit keys, if available, from their nominated location.
- Staff will assist all children to the holding spot (middle of the room) and await confirmation from the Chief Warden (Responsible Person) to announce the evacuation over the PA System to identify the stairwell to evacuate through
- Move the children to the top of the nominated stairwell, and staff will complete a quick head count or roll call if safe to do so, before advising the children to let go of each other's hands, or to drop the evacuation rope for the staff member to collect.
- The Floor Warden for the level will advise when to evacuate down the nominated stairs, and staff will guide the children to grab hold of the handrail to walk carefully down the stairs in single file.
- It is recommended that there is a staff member at the front and rear of the line moving down the stairs to ensure children to not stumble/fall.
- Upon reaching the bottom of the stairs, group the children together and staff will ask the children to grab onto each other's hands once again, or grab hold of the evacuation rope, and proceed to the nominated assembly area.
- Upon leaving the centre, the Room Leader should conduct a final sweep of their room and notify the Floor Warden that the room is clear.
- The Floor Warden should also conduct a final sweep of the level if safe to do so, and advise the Chief Warden (Responsible Person) if the level is clear once they have reached the ground floor.
- It is recommended during the walk to the assembly area that the staff are spaced between the children to ensure they do not leave the group. It is recommended there is least one staff member at the front and rear of the line to help guide the children.

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 Floor Wardens 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.
- Staff are aware that all fire hoses and extinguishers are in the same positions on each level in case of a situation where this equipment may need to be utilised during an evacuation.

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## Non-Walking Children – Multi-Level Centre

The below process is for young children (Babies) that are unable to walk from the centre to the Assembly Area and are located above ground level. In this instance staff will need to assist the children by placing them in Evacuation Prams, and also transporting them downstairs to reach the exit.

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:

- Staff will listen for the announcement from the Chief Warden (Responsible Person) over the PA system to confirm the evacuation and which stairwell to evacuate through.
- As the walking children are being evacuated, a nominated person from the group who reaches the ground floor first will be nominated to collect the evacuation prams from their ground floor location (Main Reception Area) The person collecting the prams should assess the safety of re-entering the centre and retrieve the prams only if safe to do so
- The nominated person will then move the prams to garage entrance, and leave it for nursery children and staff to utilise
- Meanwhile, The Room Leader (or nominated educator) in the nursery will collect the sign in sheets/iPads, emergency grab bags, medications, and emergency exit keys if available, whilst the remaining Staff collect the children to prepare them to evacuate.
- Staff will then assist all children and move them to the top of the nominated exit stairs in preparation to move the children down the stairs.
- A quick head count/roll call is completed if safe to do so.
- Once advised by the Floor Warden, the staff will collect each child and commence moving down the stairs with the child.
- Staff should always maintain 3 points of contact, ensuring to walk down the stairs slowly and safely. Do not rush as you don't want to risk falling with the child.
- Once the staff member has reached the bottom of the stairs, they will place the child into the waiting evacuation Pram, ensuring they are secured with the seatbelt mechanism.

If there are not enough staff to carry one child each down the stairs, they will complete the following procedure:

- The waiting staff member will then call out they are coming up the stairs and will proceed up the stairs to collect another child.
- Another staff member at the top of the stairs will collect the next child and commence moving down the stairs using the same procedure above.
- This alternation process will continue, and during this process the staff should alternate between staying with the prams on ground level and carrying children down the stairs, ensuring ratios are kept at all times.
- Once all children have been evacuated down the stairs into the evacuation prams, Staff will then move the evacuation prams in a safe manner to the assembly area via the nearest and / or safest evacuation path.

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- The Floor Warden will complete a final sweep of the room and before advising the Chief Warden (Responsible Person) once they have reached ground floor that their room and level has been cleared.
- It is important that staff are distributed evenly between the group of children, with staff in front and at the rear of the 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 Floor Wardens 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.
- Staff are aware that all fire hoses and extinguishers are in the same positions on each level in case of a situation where this equipment may need to be utilised during an evacuation.

## 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.

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## 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 pram)
- 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

## 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.

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**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.




**Site Plan**



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# Method of Operation of Fire Fighting Equipment

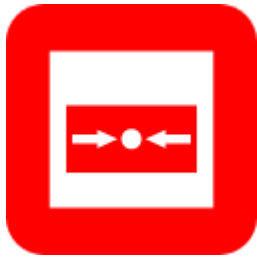
**\*\*Below are examples of Fire Equipment that may be installed in the centre. We recommend checking the centre's evacuation diagrams to identify the specific types of fire equipment installed.\*\***

	<p><b>Fire Extinguisher/s – Dry Chemical Powder</b></p> <p>To be used for paper, wood, plastics, textile, flammable liquids, flammable gases, and electrical equipment.</p> <p><b>To use a fire extinguisher:</b></p> <ul style="list-style-type: none"> <li>• Pull pin from and squeeze handle</li> <li>• Aim the nozzle at base of fire</li> <li>• Squeeze handles and operate extinguisher</li> <li>• Sweep the fire from side to side</li> </ul> <p><b>Remember to:</b></p> <ul style="list-style-type: none"> <li>• Stand back at a safe distance</li> <li>• Keep the exit door to your back</li> <li>• Ensure correct grip of the 'nozzle'</li> <li>• Direct the extinguisher stream at the base of the fire, not at the smoke</li> <li>• Distance yourself immediately the situation becomes unsafe</li> </ul>
	<p><b>Assembly Area</b></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><b>Exit Sign</b></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>



	<h2>Fire Blanket</h2> <p>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.</p> <p><b>To use a Fire Blanket:</b></p> <ul style="list-style-type: none"> <li>• Pull down the tabs to release the blanket.</li> <li>• Open the blanket fully and position your hands so they are protected by the blanket.</li> <li>• Place the blanket gently over the flames.</li> <li>• Turn off the heat source and leave the blanket in place, call 000.</li> </ul>
	<h2>Fire Indicator Panel (FIP)</h2> <p>A Fire Indicator Panel (FIP) is the controlling component of a Fire Detection / Alarm System. The panel receives information from environmental sensors such as heat or smoke detectors that detect changes in the environment associated with fire such as smoke.</p> <p>Once fire has been detected the panel can produce both audible and visual alarms to warn the staff and children of impending danger and can be used to carry out tasks such as shutting down air-conditioning systems.</p> <p>When the FIP is activated, a call must be made to the Fire Service to ensure that they are aware of its activation and their response is adequate for the situation.</p>
	<h2>Fire Hose Reel</h2> <p>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.</p> <p><b>To operate a Fire Hose Reel:</b></p> <ul style="list-style-type: none"> <li>• Turn water on to the hose reel by operating the control valve</li> <li>• Remove nozzle from its bracket</li> <li>• Proceed to a safe distance from the fire</li> <li>• Turn the water on by operating the nozzle</li> <li>• Direct the water at the base of the flames</li> <li>• Extinguish the fire by using a sweeping action</li> </ul>





## Manual Call Point (MCP)

Manual Call Points (MCP) are designed for the purpose of raising an alarm manually once confirmation of a fire or emergency condition exists. By operating the push button or break glass the alarm signal can be raised.

MCP's can be connected to a central Fire Indicator Panel which in turn may be connected to the local Fire Service. If a connection exists, once a MCP has been activated a call must be made to the Fire Service to ensure that they are aware of its activation and their response is adequate for the situation.

### To use a Manual Call Point

- Push button or break the glass by pressing in the indicated area.

## 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 3<sup>rd</sup> 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.)

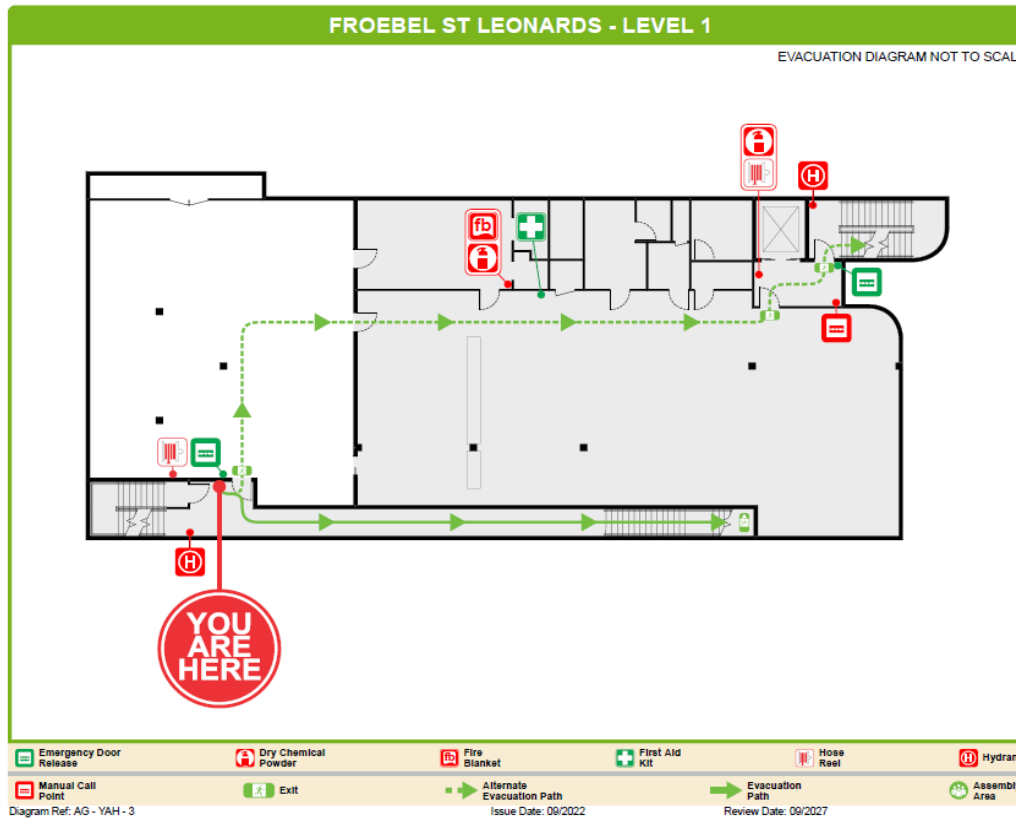
In the event of a fire, bomb threat or a situation requiring a building evacuation, then the Emergency Response for Evacuation must be followed. In the event of a Lockdown or threat to the site then refer to the Lockdown incident procedures.

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 Example

# EVACUATION DIAGRAM



- EVACUATION INSTRUCTIONS**
- On Evacuation Signal, gather the children, emergency grab bags and medications.
  - Conduct initial head count and begin exiting classroom/play area.
  - Make your way with the children to the top of the designated exit stairs as advised by the Floor Warden (RPIC).
  - When approval to evacuate is given, guide the children down the exit stairs, ensuring to maintain 3 points of contact at all times.
  - Once at ground level muster point, conduct further head count before moving to the Assembly Area.
  - Continue to Assembly Area, once there complete roll call and final 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 prams			
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												

Other Items Specific to Your Location or Centre	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

## 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

<b>Caller Name:</b>	<b>Date:</b>	<b>Time:</b>
<b>Phone Number:</b>	<b>Duration of Call:</b>	
<b>General Questions to Ask:</b> <ol style="list-style-type: none"> <li>What is it?</li> <li>When is the bomb going to explode? OR when will the substance be released?</li> <li>Where did you put it?</li> <li>What does it look like?</li> <li>When did you put it there?</li> <li>How will the bomb explode? OR how will the substance be released</li> <li>Did you put it there?</li> <li>Why did you put it there?</li> </ol>	<b>Callers Voice:</b> 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:	
<b>Chemical/Biological Threat Questions</b> <ol style="list-style-type: none"> <li>What kind of substance is in it?</li> <li>How much of the substance is there?</li> <li>How will the substance be released?</li> <li>Is the substance a liquid, powder, or gas?</li> </ol>	<b>Background Noise:</b> Street Noises:  House Noises:  Aircraft:  Voices:  Music:  Machinery:  Other:  Local Call:	
<b>Bomb Threat Questions:</b> <ol style="list-style-type: none"> <li>What type of bomb is it?</li> <li>What is in the bomb?</li> <li>What will make the bomb explode?</li> </ol>	<b>Report Call Immediately:</b> Phone Number:  Advice received:	
<b>Exact Wording of Threat:</b>		
<b>Remember – Keep Calm – Don't Hang Up</b>		