
Activity Centres Incorporated is a community based not for profit organisation managed by a parent Committee

Policy Statement

Activity Centres Inc. is committed to the ongoing safety of all staff, families and visitors. All children and educators will be aware of, and practiced in, emergency procedures. In the event of an emergency these procedures will be immediately implemented. We are committed to identifying risks and hazards of emergency situations, and their ongoing review.

Considerations

- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ The Education and Care Services National Law 2010
- ✓ Work Health and Safety Regulation 2011
- ✓ My Time Our Place
- ✓ Activity Centres Inc Policies and Procedures

Procedures

- Coordinators will ensure that risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency situations (see ACI Medical Conditions Policy); will be conducted by educators annually to review and refine emergency procedures at each service.
- Risk assessments should include a range of emergency situations that apply to each individual location and situation, including, but not limited to; Fire or explosion, dangerous chemical release, medical emergency (see ACI Medical Conditions Policy), natural disaster (storm, hail, bush fire, etc.), power outage, water outage, dangerous animals or reptiles, bomb threats, violence or robbery).
- Management, coordinators, and staff will work together to identify potential emergency and evacuation situations that may arise at each specific location; to identify all risks associated, minimise these risk and identify an emergency plan to respond to this situation.
- Develop procedures around each potential emergency situation that are specific to each location, and ensure full awareness of said procedures by all staff through the provision of discussion at meetings, peer mentoring and professional development.
- Coordinators need to ensure that regular rehearsal and evaluation of emergency and evacuation procedures, at least once every 3 months in all care types.
- Emergency drills should be both scheduled and spontaneous.
- All staff should be involved in evaluating and reflecting on the process to ensure that risk management procedures are refined and improved as needed.
- Staff are to ensure that service mobile phone is fully charged and with staff during the operation hours. Emergency services numbers will be programmed into the phone, so in the event of an emergency or a drill, a phone is readily accessible to staff.
- Staff are to keep keys to buildings and gates etc. on their person during operating hours, so that in the event on an emergency they are easily available to use, if the designated route becomes inaccessible.
- In the event of a real emergency situation, staff are to contact the nominated supervisor and head office as soon as it is practical and safe to do so.

EMERGENCY EVACUATION

- Emergency evacuation procedures and floor plan will be clearly displayed near the main entrance and exit of each room used by the service. Coordinators are to ensure that there are procedures in place to ensure this is checked and maintained in shared spaces within the service that are used on a daily basis.
- Each service should identify multiple evacuation points – dependent on the risk assessment carried out for various emergencies that may occur at that specific service. With a primary evacuation point identified and back up points in the event the primary point is inaccessible.
- All educators, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the organisation.

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- Coordinators are to ensure that there is an emergency trolley is set up with the following:
 - Emergency folder that includes; copies of service emergency procedures and evacuation routes, emergency contact numbers, child/staff emergency contact numbers, drill evaluations and tracking sheets.
 - First aid kit, asthma kits.
- It is the Coordinators responsibility to ensure that all documentation and items in this trolley are up to date and maintained as required.
- The coordinator is to ensure that the emergency evacuation plans will include:
 - Routes of leaving the building suitable for all ages and abilities. These shall be clearly mapped out.
 - Plan of where the fire extinguishers/blankets are located displayed in a public place.
 - A safe assembly point away from access of emergency services.
 - Alternative assembly areas in case the first one is inaccessible or becomes unsafe.
 - A list of current emergency numbers.
 - Staff duties in the emergency.
- In the event of an emergency evacuation (drill or real) coordinator or person in charge will:
 - Make the announcement to evacuate, identifying where and how.
 - Delegate the following:
 - Collect emergency evacuation trolley
 - Collect roll and staff sign in sheet
 - Make the phone call to 000 or other appropriate service.
 - Check that the building and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of fire.
 - Supervise the children at the assembly area, and take a roll call of the children, educators should be aware of any visitors. NOTE: staff are not to re-enter the building looking for any missing persons.
- When the emergency service arrives the coordinator/responsible person will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.
- No one shall re-enter the building until the officer in charge has said it is safe to do so.
- Once safe and practical to do so, the coordinator or person in charge is to contact head office and the nominated supervisor of the incident. Emergency contacts for children should be contacted, head office will assist with this.
- Children and staff will practice the emergency procedure at least once every 3 months, in all types of care, before school, after school and during vacation care.
- All emergency drills will be recorded, evaluated and reflected on with date, time and length of time it took to leave the building. Additional comments or recommendations for improvements can also be included in the record.
- Coordinators will ensure that there is a tracking sheet of which children and staff have participated in said emergency drills, and the type of drill they participated in to ensure that all children and staff are aware of procedures and have been involved in a practice drill.
- Nobody is to collect their bags or personal items during an emergency evacuation.
- A fire extinguisher and fire blanket has been installed and will be maintained in accordance with Australian Standard 2444. Staff will be instructed in their operation.
- Staff will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety and they feel confident to operate the extinguisher and all the children have been evacuated from the room.

HARRASMENT AND THREATS OF VIOLENCE

- If a person/s known or unknown to the service harasses, acts in violent or aggressive manner or makes threats to children or educators at the service, or on an excursion, staff will:
 - Calmly and politely ask them to leave the centre or vicinity of the children.
 - Be firm and clear and remember your primary duty is to the children in your care.
 - If they refuse to leave, then staff need to raise the alarm with other staff to seek assistance from police and remove the children. Explain that it may be necessary to call the police to remove them.
 - The alarm will be raised by the use of a phrase known to all staff members indicating the need for the relocation of the children. The current phrase can be obtained at staff meetings and will be verbally updated for ongoing protection.
 - Educators will calmly move the children away from the person, doing their best to not make them aware of the situation.

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- If they still do not leave, call the police.
- If the coordinator is unable to make the call, staff member who received the emergency phrase will make the call or shall direct another staff member to do so.
- Staff are to ensure, to the best of their ability, and wherever possible, that no individual staff member is left alone with the individual who is making a threat of violence.
- No educator is to try to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible and wait for the police.
- Educators should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the service.

Lock Down Procedure

- A lock down procedure will take place in the event where the need to be confined indoors is required to protect children, parents and staff from a potentially dangerous situation that is arising e.g.: wild weather, toxic spills, dangerous persons on the loose etc.
- If necessary a 000 call would be made to emergency services for further assistance.
- The coordinator or person in charge will alert staff that we are in a lockdown situation and direct staff to ensure children are all brought in and toilets, grounds and areas are checked.
- All staff will ensure children are directed indoors in a safe manner.
- Staff are to immediately close and lock all doors and windows.
- All children are to remain inside at all times.
- Do not answer any knocks on doors until the all clear is given.

Bomb Threat

- On becoming aware of a bomb threat Remain Calm
- Notify Coordinator/person in charge immediately.
- Minimise handling of the document containing the treat and the envelop it was delivered in.
- If call is received via phone, keep the caller on the phone as long as possible and do not hang up, even if the call has ended, as this will assist in tracing the call.
- Record the following: exact wording of the threat, location of the device, no matter how general, time of detonation, name, sex and other details of the caller (such as estimate age etc), details of speech, accent, delivery and background noises.
- Attract the attention of another staff member to contact 000 – DO NOT USE MOBILE PHONE. This will need to be done by accessing land line phone in office or having a staff member move away from the building to make a call in a safe location.
- Turn off all Mobile phones, both personal and business.
- Follow the instructions of police and emergency personnel.
- REMEMBER – the safety of the staff and children are our first priority. Staff are not to go searching for the suspect object.

Checklist for educators

- Risk assessments must be carried out for all potential emergency situations that may occur at each service, outlining all risks involved a plan for minimising those risks at the service and a plan/procedure that is service specific for action to ensure the safety of all staff and children at the service. These should be reviewed regularly.
- All Staff need to ensure they are aware of what is going on around them.
- All Staff need to ensure they alert their colleagues of anything that is a danger or threat to the safety of anyone involved in the service
- Emergency procedures must be practiced at least once every 3 months, and an evaluation and reflection for the drill must be documented.
- Coordinators must ensure that a tracking sheet is maintained.



Emergency Policy

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- Educators need to ensure they know and understand all the procedures within this policy.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 01st March 2017

Emergency Policy is to be reviewed by the 01st March 2019