Holland Park
Child Care Centre

Fire and Emergency Evacuation Policy

Reviewed by Management/Staff/Families Jan 2011

Qorshaha badbadinta dabka

Link to CCQA Principles
Quality Improvement and Accreditation System (QIAS)

Policy statement

Holland Park Child Care is committed to the ongoing safety of all staff, families and visitors that use the service. The service’s Fire and Emergency evacuation policy reflects the following procedures:

- Fire drills are conducted monthly and are to be held at different times and on different days. Staff and Parents present at the time of the drill are required, by law to participate.
- Staff are to be aware of the centre evacuation procedure and note where evacuation plans are throughout the centre.
- A record of all fire drills and evacuation drills is to be kept and parents will be notified if a drill takes place, when they collect children at the end of the day.
- In the event of a bomb threat, car hitting the building, hostage or disturbed person incident, follow the centre’s EVACUATION PROCEDURE.
- A fire officer is required to observe at least one fire drill every two years to assess evacuation procedures and offer advice where needed.
- At Holland Park the Security Alarm is used for the fire drill. The security company needs to be notified before conducting the drill. (ph. 131518)

Emergency Evacuation Procedures

The person who sights the fire or smoke is to alert the Director or Assistant Director. Senior staff will sound the alarm by pressing the F button on the alarm keypad simultaneously. This will automatically dispatch the Fire department.

- Director may attempt to put out the fire with the closest extinguisher if deemed appropriate and safe to do so.
- All children to immediately evacuate the building and proceed to the meeting point. Assistants to accompany the children to the meeting point while the group leader checks the room to ensure all children have left. Group Leaders to close the sliding door behind them as they leave the room if possible.
- Director to assist in the Toddler room and continue assisting where required after children are at the safe meeting place.
- Director to collect the Emergency Evacuation bag, mobile phone, located in the back office.
- The centre will evacuate to the car park in front the centre. Once at the designated meeting point, rolls are to be cross checked and all children, staff, and students are to be accounted for. If unsafe to stay in car park children will be moved to nursing home next door.
- Director or person in charge to notify Fire Officers or Emergency services anyone not accounted for and an approx. location.
- Only re-enter the building when given the all clear.
Holland Park
Child Care Centre

Personal Threats
If a person enters the building and acts in a violent or aggressive manner or appears to be under the influence of alcohol or drugs, staff should:

- Try to calm the person
- Try to move the person away from the children
- Other staff should usher the children away from danger and alert the Director
- Notify the police
- Staff should record details of the incident and notify the Director

Severe Electrical Storms

In the case of severe electrical storms, staff should:

- Keep children inside the building, close all doors and windows
- Move children to the safest rooms
- Take necessary precautions to protect children and staff e.g. move furnishings
- Listen to local radio for news
- Contact emergency services if necessary e.g. Fallen trees, roof damage etc.
- Contact centre maintenance personnel to repair any damage and clean playgrounds.

Robbery

If a person/s enters the building and acts in a threatening manner demanding money, staff should:

- Try to remain calm and carefully listen to their instructions
- Do everything that they say and ask
- Give them what they want (money, equipment, phone etc)
- Examine the physical appearance of the person if possible, including:
  - Short or tall?
  - Heavy or thin?
  - Hair colour
  - Clothes they are wearing

Bomb Threat

- Notify Director immediately
- Do not create panic by telling anyone other than staff
- Director to advise Police (000)
- Evacuate building as per Emergency Evacuation procedures located in each room of the centre
- Police will check building according to their procedures
- If a suspect object is found before Police are contacted, advise Police and evacuate the building.

REMEMBER— safety of the children is our first priority. Do not search for the suspect object yourself. Evacuation plan as per fire procedure is to be followed.
Lockdown procedures
Lockdown procedures are designed to secure staff and children in the case of potential threats such as:
- Bad weather
- Toxic spills
- Livestock on the loose
- Dangerous Persons

When a threat occurs then the centre manager should follow these procedures:

- Contact police with as much information as possible and at the same time arrange for a lock down signal to be activated.
- A designated signal is required which is different from the evacuation signal. If a PA system is available then an announcement can be made for example: "We are in a lockdown situation, please secure your doors".

The steps to follow are:

- The code that the lockdown is in effect will be "RED ROOM"
- Immediately close and lock all doors and windows.
- Keep all children inside your room.
- Do not answer any knocks on the door.
- Do not use the phone except for a medical emergency. In case of a medical emergency, notify the office.
- Centre manager will direct children's release in person or by phone.
- An "all clear" announcement will end the lockdown.

Medical Emergency

- Check safety of site for any remaining hazards.
- Remove persons from danger.
- Apply first aid.
- Notify relevant emergency services:
  1. AMBULANCE 000
  2. Medical Centre / hospital QEII 3275 6111
  3. POISONS CENTRE 13 11 26
  4. Queensland Health.
Holland Park
Child Care Centre

5. Emergency services.
  * Director to inform parent/guardian – never notify of a death as only a Doctor can do this
  * Director to report to other staff.
  * Meet Emergency personnel.
  * Director to complete Form 27 "Report of Harm" for Department of Families.
  * Director to report notifiable events to Workplace Health and safety.

Power Cuts

In the event of power failure the Director should immediately try to determine if the failure is based at the centre or whether it covers a larger area. The following procedures will be taken:
  * Contact Energex Ph: 13 62 62 to determine the extent of the loss and determine when power is to be resumed.
  * Children will remain inside if fallen power lines are near the centre.
  * If the power cut is expected to continue for some time then contact parent/guardians to collect children. Children should be comforted and reassured.
  * If the problem is within the centre the Director should call an Electrician and arrange for the problem to be fixed.

Water Cuts

In the event of water cuts the Director should immediately contact the Queensland Water board and try to determine if the cuts are based at the centre or whether it covers a larger area. The following procedures will be taken:
  * If the water cut is expected to be long term a water tanker may be an appropriate solution.
  * If the water cut is expected to continue for some time then contact parent/guardians to collect children.

First Aid
Holland Park
Child Care Centre

- Staff must ensure that they have a current Senior First Aid Certificate. Recertification is to be carried out every 3 years for Senior First Aid and every year for CPR.
- The First Aid Kit is located in the centre’s staff room.
- First Aid Kits are to be checked monthly and stock ordered accordingly.
- Staff are to remain calm and seek medical aid where needed.

Back Care

- Manual Handling is considered any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold, or restrain any animate or inanimate object. *(A Workers Guide to Back Care - Workplace Health & Safety January 1997)*
- Use a ladder for reaching and working on/in areas above arm’s reach.
- Work together when handling awkward shapes or big loads.
- Do not handle weights which are too heavy and beyond your personal capacity.
- Do not over reach while handling - lifting from below mid-thigh or above shoulder height.
- Ensure you work on stable work surfaces - do not stand on chairs or tables.
- When carrying a child or object hold them close to you.
- Move your feet instead of twisting your upper body where possible to ease back use.

Risk Assessment – Qorshaha qiymenta qalarta

The Workplace Health and Safety Act 1995 requires that as a staff we identify and control hazards which could be of harm to ourselves and to children. Possible hazards could be, hot foods, knives, slippery floors, unsafe equipment or lifting children. Staff will be required to:

- Identify a hazard
- Assess the risk— how likely is it to occur? How severe will the consequences be?
- Decide on control measures to minimise the risk
- Implement control measures
- Monitor and review the effectiveness of the measures

Note: Not every risk assessment needs to be documented. However, the documentation provides evidence that the risk assessment process has been followed. Therefore, record and file all risk assessments which are of high risk. These forms can be found within the Workplace Health and Safety Folder located in the back office.

Staff may also be required to assist with filling out the inspection checklist, thus providing the centre with invaluable information on potential risks.