

DOCUMENT ID	OP-SN-PR-08
DOCUMENT OWNER	St Nicholas Executive Manager-Quality Assurance
APPROVAL DATE	2015
APPROVED BY	St Nicholas Executive Director
LAST REVIEW DATE	October 2022
NEXT REVIEW DATE	October 2023
INDIVIDUAL PROCEDURES INCLUDED:	<ul style="list-style-type: none"> <li>8.1 Emergency Evacuation And Emergency Lock-Down</li> <li>8.2 Storms</li> <li>8.3 Earthquakes</li> <li>8.4 Dangerous Products</li> <li>8.5 Bush Fires</li> </ul>
OTHER DOCUMENTS/ LEGISLATION TO BE REFERENCED:	<ul style="list-style-type: none"> <li>• Evacuation Plans</li> <li>• SDS</li> </ul>

## 8.1 Emergency Evacuation and Emergency Lock-down

### Purpose

To plan for and respond effectively to danger and emergency situations.

### Responsibilities

As detailed in the procedure. The Director/Nominated Supervisor/Service Manager is responsible for ensuring training and testing is completed according to the agreed frequency.

### Step by Step

#### General

- St Nicholas educators will comply with regulations in emergency evacuation procedures to ensure the safety of all people at St Nicholas.
- As per the Education and Care Services National Regulation 2018, and the Building Code of Australia, the children's services premises must be provided with appropriately placed smoke detectors and fire extinguishers.
- All fire protection equipment installed must be tested every 6 months in accordance with the requirements of AS 185.1-2005 for Level 1 service and be kept in proper working order.
- Educators, where possible, are to be suitably trained in the operation of all fire protection equipment installed.
- The emergency and evacuation plans inclusive of emergency evacuation assembly point and centre floor plans will be displayed prominently beside all service emergency exits throughout the services. These plans will be based on a service specific risk assessment of all potential emergencies that reasonably could arise. The risk assessment will be reviewed annually.
- Each St Nicholas centres will ascertain their most efficient and effective evacuation procedure based on the risk assessment of their facility, review and reflection of each emergency evacuation drill and based on the needs of the centre, staff and children.
- An evacuation bag is to be located at suitable location/s throughout the centre and should ensure ease of access in the case of an emergency. It includes parent contact numbers and children's necessities such as nappies, water, toys, torch, blankets, tissues and wipes. A first aid kit is to be located next to or inside this bag at all times and both are to be taken in the case of an emergency and evacuation. Both are to be checked monthly to make sure all items are there and are in date if applicable.
- All emergency telephone numbers are to be displayed near all phones, or in service mobiles (OOSH) including police, ambulance, hospital, poison info etc.
- A roster of emergency evacuation procedure and lockdown drills is to be instituted such that there is a drill at least every 3 months.

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- Educators are encouraged to practice with their own rooms/children, so they are prepared for the evacuation.
- Evacuation cots will be on hand for fast and efficient evacuation of the babies' rooms.
- Drill Records will be recorded after each emergency evacuation and lockdown procedure and will be kept for 3 years.

At no time will an educator with limited physical abilities be in attendance on the premises by themselves. An able educator will be rostered on with an educator with limited physical abilities at all times and in the event of an emergency able educators will be responsible for operating all doors to ensure safe evacuation of all people within the service.

### Emergency Evacuation

- See flow chart below

### Lockdown

- See flow chart below
- Each St Nicholas centre is to design a suitable lockdown procedure that is applicable to their building design.

### Storms

- Children are to remain indoors, playing away from the windows and doors.
- Close blinds (if applicable) if lightning becomes frightening for children.
- Reassure children verbally and physically, quietly and confidently.

Reference: *Staying Healthy in Child Care, 5th Edition, 2013.*  
*2018 National Quality Standards (NQS)*  
*Education and Care Services National Regulations (Amended 2018)*  
*WHS Management System for the Diocese of Maitland-Newcastle*

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## Emergency Evacuation Procedure

<b>STEP 1</b>	Person discovering the emergency to raise the alarm without panicking children. Blow whistle and let educators know the location of the emergency.
<b>STEP 2</b>	<p><b>Director/Nominated Supervisor/Service Manager</b></p> <ul style="list-style-type: none"> <li>• Delegate an educator to control evacuation</li> <li>• Notify emergency services by dialling 000 only if safe to do so (otherwise this is to be completed following evacuation)</li> <li>• State the following information:             <ul style="list-style-type: none"> <li>○ Name of Centre</li> <li>○ Address of Centre and nearest intersection</li> <li>○ Nature of emergency</li> <li>○ If there are any casualties, how many and their condition</li> <li>○ What procedures have been carried out</li> </ul> </li> <li>• Collect the educators sign in sheets and visitor register, mobile phone and where applicable IPAD</li> </ul>
<b>STEP 3</b>	<p><b>Educators</b> to collect their children's sign-in sheets (<b>or IPAD</b>) and organise an orderly evacuation of all children and adults by the nearest safe exit to the emergency evacuation assembly point.</p> <p><b>Educators</b> to get children to hold hands in pairs or hold onto an evacuation rope and move calmly to assembly point.</p> <p><b>Educators</b> to close windows and doors as they move through the centre, if possible</p>
<b>STEP 4</b>	<p><b>Designated educators</b> are to:</p> <ul style="list-style-type: none"> <li>• check all areas of the centre for children and adults</li> <li>• collect emergency bags, first aid kits and medication bags</li> </ul>
<b>STEP 5</b>	Director/Nominated Supervisor and educators to check off evacuated children against sign-in sheets, and check all educators' members and visitors are present
<b>STEP 6</b>	Director/Nominated Supervisor to liaise with emergency services personnel
<b>STEP 7</b>	All educators to keep children calm and comforted.
<b>STEP 8</b>	<b>First aiders to assist with any injuries until emergency service arrives.</b>
<b>STEP 9</b>	Educators and children are to stay away from building until help arrives and further instructions are given.

## Emergency Lockdown Procedure

<b>STEP 1</b>	If the situation arises where a person is causing concern for the safety of children and educators, the external doors will be locked.
<b>STEP 2</b>	<b>Educators</b> will be advised by the Director/Nominated Supervisor/Service Manager that the centre is in lock down and all children will be asked to move away from windows and doors.
<b>STEP 3</b>	<b>Director/Nominated Supervisor or Educator</b> nearest the phone will notify the police, if applicable.
<b>STEP 4</b>	Children are kept calm by playing a quiet game.

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## 8.2 Weather Events

### Purpose

To plan for and respond effectively to danger and emergency situations.

### Responsibilities

The Director/Nominated Supervisor is responsible for ensuring any training and testing is completed according to the agreed frequency.

### Step by Step

#### Severe Storm Survival and Property Protection and Preparation

- Before the storm season or other natural disasters, the Director/Nominated Supervisor/Service Manager should ensure that the following steps have been taken:
  - Trim tree branches well clear of the centre premises.
  - Ensure first aid kits are available and well stocked.
  - Have emergency contact numbers available.
  - Make sure gutters, roofs and downpipes are clear.
  - Identify and inform educators of service specific risks.
  - Have masking tape available for windows.
- As the storm approaches Director/Nominated Supervisor/Service Manager should ensure that the following steps are being taken:
  - Keep an eye on social media severe weather warnings.
  - Shelter and secure children and equipment.
  - Disconnect electrical appliances.
  - Tape a cross over windows with masking tape where practicable.
- In the event of a severe storm Director/Nominated Supervisor/Service Manager should ensure that the following steps are being taken:
  - Escort children inside as quickly as possible.
  - Remain calm.
  - Ensure all children and educators are sheltering in the strongest part of the centre.
  - Keep clear of windows, overhead shelves and fittings.

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- Remain in the safest possible position until storm recedes.
- Hold and reassure children.
- Keep away from electrical appliances and telephone and disconnect electricity if necessary.
- Maintain calm verbal communication.
- Director/ Nominated Supervisor/Service Manager or responsible person will delegate further duties identified to educators after storm recedes.
- In the event of flooding Director/Nominated Supervisor/Service Manager should ensure that the following steps have been taken:
  - Stay indoors and stay calm.
  - Ensure that all children and educators can relocate to an area higher than floor space e.g. bench or high tables.
  - Keep clear of doorways.
  - Keep clear of electrical fittings and overhead hangings.
  - Hold and reassure children and maintain calm verbal communication.
  - Director/ Nominated Supervisor/Service Manager or responsible person will delegate further duties identified to educators after storm recedes.
- After the severe storm or other natural disaster Director/Nominated Supervisor/Service Manager should ensure that the following steps have been taken
  - Check for injuries and apply first aid. The injured are not to be moved unless they are in immediate danger.
  - Phones are only to be used in case of serious injury, fire, or other life-threatening situations.
  - Check for electrical damage, power may need to be turned off.
  - Check for fire or any other threatening signs or concerns.
  - Listen to radio and heed any official warnings or advice.
  - Be aware of fallen power lines, damaged buildings, and flooded water courses.
  - Do not eat food which has been in contact with flood water and boil water until supplies have been declared safe.
  - Don't use gas or electrical appliances that have been flood affected.
  - Be aware of snakes and spiders which may move to drier areas in the centre.
- If your phone service is out of order and you want to contact emergency services:
  - Stay calm and keep an eye on social media weather warnings (if able to).
  - Watch for emergency service vehicles which will check the area as soon as they can.
- If evacuating the premises:
  - Do not alarm the children, evacuate with minimum fuss.
  - Normal evacuation procedures are to be followed.

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- The senior educator will liaise with emergency services.

Reference: *Staying Healthy in Child Care, 5th Edition, 2013.*  
*2018 National Quality Standards (NQS)*  
*Education and Care Services National Regulations (Amended 2018)*

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## 8.3 Earthquakes

### Purpose

To plan for and respond effectively to danger and emergency situations.

### Responsibilities

As detailed in the procedure. The Director/ Nominated Supervisor / Service Manager is responsible for ensuring any training and testing is completed according to the agreed frequency.

### Step by Step

#### Earthquake Survival and Property Protection and Preparation

- In the event of a possible earthquake, educators will:
  - Acquire prior knowledge of local earthquake risk and actions.
  - Have prior knowledge of history of earthquake and activity in area.
  - Acquire information for procedures for optimum safety during and after an earthquake.
- In the event of an earthquake if indoors:
  - Stay indoors and remain calm.
  - DROP- onto hands and knees to protect from falling.
  - COVER - Ensure that children and educators where possible take cover under internal door frame, tables or benches.
  - Keep clear of windows, overhead fittings and shelving.
  - HOLD – on to your shelter until the shaking stops.
  - Remain in the safest possible position until earthquake recedes.
  - Hold and reassure children and maintain verbal communication.
  - Director/ Nominated Supervisor/Service Manager or responsible person will delegate duties as per after the earthquake.
- In the event of an earthquake if outdoors:
  - Remain calm and don't panic.
  - Keep well clear of overhead power lines, trees, and outdoor structures.
  - Do not go on the road.
  - Await further instructions from Director/Nominated Supervisor/Service Manager or responsible person.

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- After the earthquake:
  - Check for injuries and apply first aid, the injured are not to be moved unless they are in immediate danger.
  - Phones are only to be used in case of serious injury, fire or life-threatening situations.
  - Check for any signs of fire and evacuate as per emergency evacuation procedure.
  - Check for gas/water leaks and damaged electrical wiring.
  - Turn electricity off.
  - Check internal walls/ceilings for structural damage.
  - Always keep doorways and walkways as clear as possible.
  - Locate all occupants.
  - Notify other educators of your actions and always keep open verbal communication.
- If evacuating the premises:
  - Evacuate with minimum fuss.
  - Evacuate as per emergency evacuation procedure.
  - All occupants to assemble in open grass area next to centre.
  - Director/ Nominated Supervisor/Service Manager or responsible person to liaise with emergency service personnel.

Reference: *Staying Healthy in Child Care, 5th Edition, 2013.*  
*2018 National Quality Standards (NQS)*  
*Education and Care Services National Regulations (Amended 2018)*

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## 8.4 Dangerous Products

### Purpose

To protect St Nicholas educators, children, families and visitors from the risks associated with chemical products, medicines, other dangerous substances, and dangerous equipment used in St Nicholas and the environment.

### Responsibilities

The Director/ Nominated Supervisor is responsible for ensuring any training and testing are completed according to the agreed frequency.

### Step by Step

- The centre will use chemical and products that are the least hazardous product for the job.
- All chemicals and medicines will be stored in their original container and not transferred to another container.
- All cleaning chemicals in bottles will be clearly labelled with the appropriate chemical information, including appropriate first aid treatment.
- All bulk chemical supplies will be stored in the laundry or locked storeroom for OOSH services, where the door is to remain closed at all times. All prepared chemical bottles are to be placed on a high shelf out of children's reach.
- Any areas containing hazardous materials will be clearly labelled.
- All non-emergency medications are to be placed in a locked medicine box, inaccessible to children.
- All emergency medication is to be stored in our red medication bags and stored out of reach of children
- All chemicals purchased will be used according to the manufacturer's instructions, and a Safety Data Sheet (SDS) will be obtained and kept with the substance.
- A Chemical Safety Checklist will be compiled from the SDS which will include appropriate first aid instructions and will be displayed in the laundry near the chemicals.
- Educators will wear appropriate personal protective clothing (e.g. gloves, aprons, mask, goggles) in accordance with the manufacturer's instructions when using or disposing of hazardous chemicals.
- Educators will seek medical advice immediately if poisoning or potentially hazardous ingestion, inhalation, skin or eye exposure has occurred. Poison information line phone number will be displayed near all landline telephones and stored in all service mobile phones 131126.

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- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, dial 000.
- Electrical power points not in use will be covered with a protective cap.
- Electrical appliances and cords will be kept out of reach of children, except for laptop cords for OOSH children with laptops
- Safety information will be included in the parent library and newsletter to keep parents informed.
- Children will not be permitted in the kitchen, educators' room or laundry areas unless under direct supervision of an educator.
- The centre will be regularly checked for hazards. If new hazards are identified, educators will alert the Director/Nominated Supervisor/Service Manager immediately and the hazard will be rectified. If hazard is unable to be fixed immediately, the area of the building containing the hazard is to be sectioned off and children or educators will not be permitted there.

Reference: *Staying Healthy in Child Care, 5th Edition, 2013.*  
*2018 National Quality Standards (NQS)*  
*Education and Care Services National Regulations (Amended 2018)*

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## 8.5 Bushfires

### Purpose

To plan for and respond effectively to danger and emergency situations.

### Responsibilities

As detailed in the procedure. The Director/ Nominated Supervisor / Service manager is responsible for ensuring any training and testing is completed according to the agreed frequency.

### Step by Step

Bushfire Survival and Property Protection and Preparation

- Before the bushfire season, the Director/Nominated Supervisor/Service Manager should ensure that the following steps have been taken:
  - Contact the local council to determine if the service is located in a bushfire prone area
  - Ensure the service and educators are prepared for bushfire conditions and are prepared to respond quickly and appropriately during high fire danger periods
  - Organise and communicate with off-site evacuation sites about emergency arrangements
  - Trim tree branches well clear of the centre premises.
  - Make sure gutters, roofs and downpipes are clear.
  - Ensure first aid kits are available and well stocked.
  - Have emergency contact numbers available.
  - Identify and inform educators of service specific risks
- If a fire approaches Director/Nominated Supervisor/Service Manager should ensure that the following steps are being taken:
  - Remain calm
  - Keep an eye on social media fire information warnings including the fire rating.
  - Educators to shelter and secure children inside
  - Follow advice of emergency services
  - Listen to radio and heed any official warnings or advice.
- If evacuating the premises:
  - Do not alarm the children, evacuate with minimum fuss.
  - Normal evacuation procedures are to be followed.
  - The senior educator will liaise with emergency services.

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Reference: *Rural Fire Service, 2022, Emergency Information*  
*2018 National Quality Standards (NQS)*  
*Education and Care Services National Regulations (Amended 2018)*

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