

Managing Emergency Situations Procedure

This procedure should be read in conjunction with the 'Safe Environment Policy'

Evacuations

1. Evacuation from the centre may be required if it is unsafe for staff and children to remain within the buildings or the grounds. This threat may come from fire, gas leak, burst sewer mains or any other threat from outside the centre, such as a major incident close by.
2. Each Centre will have an Emergency Evacuation Procedure and Evacuation Map clearly displayed near each exit.
3. Emergency contact information for enrolled children will be kept in a clearly marked folder, readily available in case of an emergency, and updated weekly.
4. Getting to a safe assembly point for all people is the first priority – making contact with parents will be done once at a safe location.
5. If the situation requires immediate notification to families, the Responsible Person for the session of care should contact the Administration Manager to have a bulk message sent to parents advising of the situation.
6. The Responsible Person will make individual contact with an emergency contact for any child or staff member where additional information or authorisation for medical treatment is needed.
7. Children can be collected from the centre or secondary assembly point by a person listed as authorised to do so in their enrolment record and must be signed out in accordance with usual procedures.

Lock Down

1. Lock Down may be declared by the Warden in the event that the danger lies outside the centre or buildings, and the best course of action is to quickly get all staff and children inside the buildings. This threat may come from a person (intoxicated or armed), animals in the vicinity of the service, severe air pollution or unrest in the local area around the Centre.
2. Each Centre will have a Lockdown Procedure clearly displayed near each exit.
3. If the situation requires immediate notification to families, the Responsible Person for the session of care should contact the Administration Manager to have a bulk message sent to parents advising of the situation.
4. The Responsible Person will make individual contact with an emergency contact for any child or staff member where additional information or authorisation for medical treatment is needed.



Notification

1. As soon as reasonably practicable following an emergency, parents or families will be notified of the event. Depending on the nature of the emergency, this may be during or after the emergency, but no later than 24 hours following the incident.
2. The Centre Manager will notify ACECQA of the emergency situation within 24 hours following the incident.

PROCEDURE VERSION AND REVISION INFORMATION

Authorised by GENERAL MANAGER

Current version 1.1

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