National Quality Standard Related Standards/ Regulations

**Standard 2.2**

**Element 2.2.1**

Safety

Incident and emergency management: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

**Regulation 97**

Emergency and Evacuation Procedures

**Regulation 168**

Education and care services must have policies and procedures

Aim

For parents and staff at the Early Learning Centre to understand and follow the procedures for cases of emergency and evacuation at the Early Learning Centre, across all programs (Before School Care, educational program, After School Care and Holiday Program).

Explanation

Compliance with these procedures is a requirement of the National Quality Framework and will ensure the safety and welfare of all children attending the Early Learning Centre.

Practice

In the event of an emergency requiring evacuation:

**Core Program/Before School Care**

1. The signal to evacuate the building and grounds will be the sound of the Early Learning Centre alarm.
2. Teaching staff teaching at the time of the evacuation will:
   - gather the children at the nearest classroom exit, or move to the external oval gates if outside;
   - collect Attendance iPad and Record Folder;
   - ensure they are carrying their ELC keys and swipe card (if easily accessible);
   - pick up their mobile telephone (if easily accessible);
   - evacuate children to Assembly Point A, which is the centre of the Junior School Oval accessed via the external gates in the outdoor area. If it is not safe to proceed to Assembly Point A, proceed through the front ELC doors to Assembly Point B, which is the far fence across the ELC carpark; complete a head count of children;
   - check the Attendance Record and indicate to the Chief Fire Warden (white hat) all present.
3. Co-educators in the classroom at the time of the evacuation will:
   - check the area they are working in is clear of all adults and children;
   - if safe to do so, close all windows and doors. Do not lock;
   - collect student medications from class First Aid cabinet;
   - collect mobile telephone (if easily accessible);
   - exit by the nearest door which is not threatened by danger;
   - evacuate to assembly point and meet up with class
4. All staff not responsible for students at the time of the alarm should collect their mobile telephones and keys (if easily accessible), check the area they are working in and the associated areas and toilets, to ensure
After School Care/Holiday Program

1. The signal to evacuate the building and grounds will be the sound of the Early Learning Centre alarm.
2. ASC/Holiday Program Senior Co-educator will:
   - gather the children at the nearest Piazza exit, or move to the external oval gates if outside;
   - collect Attendance iPad and Record Folder;
   - pick up their mobile telephone (if easily accessible);
   - ensure they are carrying their ELC keys and swipe card (if easily accessible);
   - collect portable first aid kit (with ventolin) if easily accessible;
   - evacuate children to Assembly Point A, which is the centre of the Junior School Oval accessed via the double gates in the outdoor area. If it is not safe to proceed to Assembly Point A, proceed through the front ELC doors to Assembly Point B, which is the far fence across the ELC carpark;
   - complete a head count of children;
   - check the attendance record and if available, indicate to the Chief Fire Warden (white hat) all present.
3. ASC/Holiday Program Second Co-educator at the time of the evacuation will:
   - check the area they are working in is clear of all adults and children;
   - collect First Aid kit from kitchen;
   - pick up their mobile telephone (if easily accessible)
   - collect the ELC hands free telephone;
   - if safe to do so, close all windows and doors. Do not lock;
   - exit by the nearest door which is not threatened by danger;
   - evacuate to assembly point and meet up with class.
   - use the emergency contacts phone numbers to alert other members of school staff of the issue, and secure assistance.
4. Any other available staff should take their mobile telephones (if easily accessible) and proceed immediately to the fire board, located in the Piazza. On arrival:
   - put on white hat (Chief Fire Warden)
   - follow the instruction cards as relevant