



Emergency & Evacuation Policy

Policy Statement:

We will provide an environment that always provides for the safety and wellbeing of the children. All children and staff will be aware of, and practiced in, emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be undertaken.

Considerations:

- National Regulations, Regulations 97 and 168
- National Quality Standards – Quality Area 2.3

Policy:

Emergency evacuation procedures will be clearly displayed near the exits of the centre.

All staff will be informed of the procedure and their specific duties. Staff will understand alternative duties in the absence of other staff. Children and staff will practice emergency procedures at least once per term.

No child or staff member will go to their bags to collect personal belongings during an emergency evacuation.

The centre has two fire extinguishers in the main building and one fire extinguisher in the new building that are maintained by Pennant Hills Public School. The extinguishers are to be maintained in accordance with Australian Standard 2444. The school will maintain a fire blanket and smoke detectors.

Staff will only attempt to extinguish small fires where there is no threat to their personal safety, they feel confident in the use of an extinguisher and all children have been evacuated.

The evacuation plan will include:

- A clear map showing the routes to leave the building.
- A plan of where the fire extinguishers are located.
- A safe assembly place away from access of emergency services.
- Task cards to be given to staff to delegate emergency duties.
- A list of items to be collected and by whom and staff duties during the emergency.
- A list of current emergency telephone numbers.
- Staff will supervise the children at the assembly area and take a roll call of the children.

When the emergency services arrive the Director, Assistant Director or responsible person in charge will inform the emergency services the nature and location of the emergency and if there is a child and/or staff member missing.

No one will re-enter the building until the emergency services have declared it safe to do so.

Roles & Responsibilities:

Approved Provider & Nominated Supervisor(s):

- Ensure policy and procedures are in place and up to date.
- Ensure emergency equipment is budgeted for and regularly checked.
- Ensure staff training and drills occur in line with legislative requirements.

Director, Assistant Director(s) & Senior Staff (RP's):

- Oversee emergency response.
- Ensure staff understand duties.
- Coordinate drills and documentation.
- Liaise with emergency services and school leadership.

Educators & Visitors/Volunteers:

- Familiarise themselves with emergency procedures.
- Follow procedures and instructions from centre management.
- Supervise and account for children.
- Maintain calm and support children.
- Report hazards, risks or suspicious circumstances promptly.
- Visitors/volunteers/families must follow the instructions of centre management.

Preparation & General Principles:

- Display of evacuation diagrams.
- Location and maintenance of fire extinguishers, fire blanket, smoke detectors.
- Maintenance of emergency bags and contents.
 - Emergency folder with specific emergencies e.g. bushfire or bomb threat.
- Staff training requirements.
- Communication systems (siren, whistle, phone, radios).
- Prioritising life and safety.
- No retrieval of personal belongings.
- Clear communication and delegation.
- Accounting for all children and staff.
- Not re-entering buildings until cleared.

Fire & Evacuation Procedure:

1. **PERSON IN CHARGE:** Sound the Siren.
2. **ALL STAFF:** Guide all children to the oval.
3. **ALL STAFF:** If the oval is on fire, guide all children to the hall verandah.
4. **EDUCATOR NOMINATED BY RP ON SHIFT:** Gather everything on the Emergency Checklist.
5. **EDUCATOR NOMINATED BY RP ON SHIFT:** Tell First Aid to bring BASC mobile and collect any iPads on the way out.
6. **PERSON IN CHARGE:** Delegate tasks to staff roles of either **ROLL MARKERS** or **SUPERVISING STAFF** who keep the children quiet.
7. **ALL STAFF:** Organise children into grade lines according to grades.
8. **PERSON IN CHARGE:** Contact any staff who are offsite with children.
9. **EDUCATOR NOMINATED BY RP ON SHIFT:** Call fire department on 000 :
 - Address: 27 Trebor Road, Pennant Hills
 - Nearest cross street: Pennant Hills Road and Trebor Road
 - School Access Points: Trebor Road, Malahide Road and Leith Road
10. **PERSON IN CHARGE:** Call the school principal.
11. **PERSON IN CHARGE:** Address the group. Let everyone know what is happening.
12. **ROLL MARKERS:** Mark roll of assigned year group.
13. **SUPERVISING STAFF:** Keep children seated quiet and calm.
14. **EDUCATOR NOMINATED BY RP ON SHIFT:** Mark roll of Staff, Visitors and Volunteers.
15. **ALL STAFF:** Keep children seated, quiet and calm.
16. **ALL STAFF:** Wait for fire department and clear instructions OR
17. **ALL STAFF:** If fire spreads in the group's direction, follow evacuation procedure immediately.
18. **PERSON IN CHARGE/EDUCATOR NOMINATED BY RP ON SHIFT:** Once safe, notify parents of lockdown to come and pick up their children.

NOTE: During a fire, if any child from the centre is up at the Primary site, inform the principal and/or school office. Call the child's parents immediately.

Off-Site Evacuation Procedure:

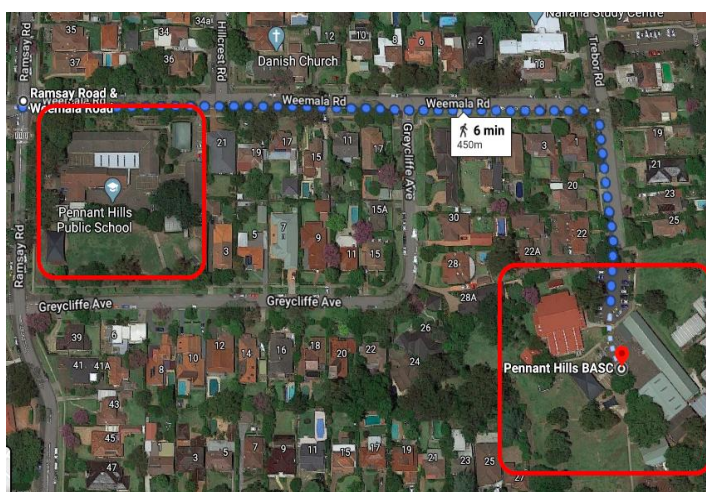
19. PERSON IN CHARGE:

- If school grounds are deemed unsafe, evacuate to the Primary site.
- Exit via teachers car park, OR if deemed unsafe,
- Exit via Leith Road, follow route 2 on offsite evacuation map

20. ALL STAFF: Keep children calm, relaxed and walk in an orderly fashion to the primary site.

21. PERSON IN CHARGE: Repeat steps 9-16 upon arrival at the new location.

Note: During a fire, if any child from the centre is up at the Primary site, inform the principal and/or school office. Call the child's parents immediately.



ROUTE 1:

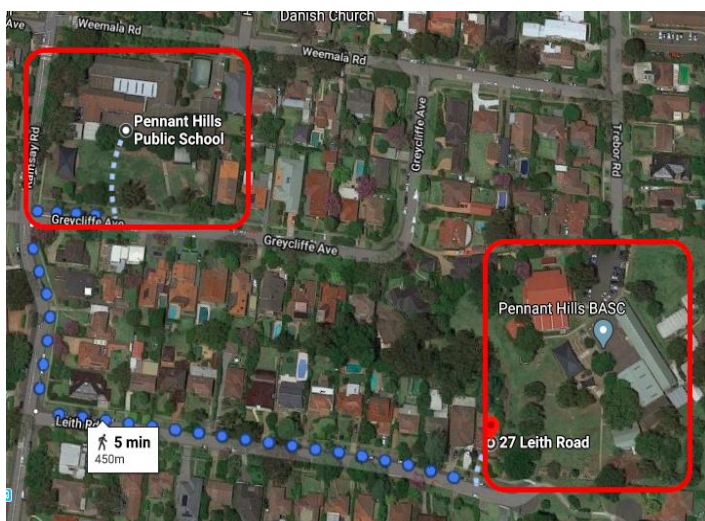
EXIT VIA STAFF CAR PARK

(usual walk-up route)

Walk north along Trebor Road until reaching Weemala Road, turn left and walk west along Weemala Road until you reach the school grounds.

Enter via the teacher car park gate.

OR



ROUTE 2:

EXIT VIA LEITH ROAD (oval)

Exit via the bottom oval school gate onto Leith Road. Walk west along Leith Road until the intersection with Ramsey Road, turn right and walk north until you reach the school grounds.

Enter via the oval gate.

Lockdown Procedure (Bellthorn Cottage only):

1. **PERSON IN CHARGE or EDUCATOR NOMINATED BY RP ON SHIFT:** Let educators know that the 'green slide' is closed.
2. **ALL STAFF:** Guide all children **inside to Main Room.**
3. **PERSON IN CHARGE:** Contact any staff who are offsite with children.
4. **PERSON IN CHARGE:** Assign staff as **ROLL MARKERS.**
5. **EDUCATOR NOMINATED BY RP ON SHIFT:** Call the police on 000.
 - Address: 27 Trebor Road, Pennant Hills
 - Nearest cross street: Pennant Hills Road and Trebor Road
 - School access points: Trebor Road, Malahide Road and Leith Road.
6. **ALL STAFF:** Once everyone is inside, lock playroom door and front door, pull blinds down and turn off lights and music.
7. **PERSON IN CHARGE:** Ensure all staff and children are inside and doors are locked.
8. **ALL STAFF:** Push furniture towards the side of the main room.
9. **ALL STAFF:** Keep children seated, quiet and calm. Wait for police and clear instructions to return outside.
10. **ROLL MARKERS** Mark roll of all children in main room.
11. **PERSON IN CHARGE:** Call the School Principal.
12. **ALL STAFF:** Keep the children seated, quiet and calm.
13. **ALL STAFF:** Wait for police and clear instructions to return outside.
14. **PERSON IN CHARGE/EDUCATOR NOMINATED BY RP ON SHIFT:** Once safe, notify parents of lockdown to come and pick up their children.

Lockdown Procedure (Both Buildings):

1. **PERSON IN CHARGE:** Let educators know that the 'green slide' is closed and go to main room.
2. **EDUCATOR NOMINATED BY RP ON SHIFT:** Let educators know that the 'green slide' is closed and go to the new building.
3. **ALL STAFF:** Guide all children **inside to Main Room or New Building (whichever is closest).**
4. **PERSON IN CHARGE:** Contact any staff who are offsite with children.
5. **PERSON IN CHARGE & EDUCATOR NOMINATED BY RP ON SHIFT:** Assign staff as **ROLL MARKERS** to every year group in Main Room.
6. **EDUCATOR NOMINATED BY RP ON SHIFT:** Call **PERSON IN CHARGE** on Centre mobile phone.
7. **EDUCATOR NOMINATED BY RP ON SHIFT:** Call the police on 000.
 - Address: 27 Trebor Road, Pennant Hills
 - Nearest cross street: Pennant Hills Road and Trebor Road
 - School access points: Trebor Road, Malahide Road and Leith Road.
8. **ALL STAFF:** Once everyone is inside, lock doors, pull blinds down and turn off lights and music.
9. **PERSON IN CHARGE/EDUCATOR NOMINATED BY RP ON SHIFT:** Ensure all staff and children are inside and doors are locked.
10. **MAIN ROOM STAFF:** Push furniture towards the side of the main room.
11. **MAIN ROOM STAFF:** Organise children into:
 - K-2 in the Main Room
 - 3-5 in the Playroom
 - Year 5/6 in the First Aid area
12. **ALL STAFF:** Keep children seated, quiet and calm. Wait for police and clear instructions to return outside.
13. **ROLL MARKERS:** Mark roll of all children in main room or new building.
14. **PERSON IN CHARGE:** Call the School Principal.
15. **PERSON IN CHARGE & EDUCATOR NOMINATED BY RP ON SHIFT: & ROLL MARKERS:** Cross Check roll with each other to ensure all students and staff are accounted for.
16. **ALL STAFF:** Keep the children seated, quiet and calm.
17. **ALL STAFF:** Wait for police and clear instructions to return outside.
18. **PERSON IN CHARGE/EDUCATOR NOMINATED BY RP ON SHIFT:** Once safe, notify parents of lockdown to come and pick up their children.

Harassment/Threats of Violence Procedure:

If a person/s known or unknown to the service harasses or threatens a child/ren or staff at the centre, or on an excursion, the staff will:

- Calmly and politely ask them to leave the centre or the vicinity of the children.
- Be firm and clear and remember that the primary duty is to the children in care at the centre.
- If they refuse to leave, explain that the police might be called.
- If they refuse to leave after a second request, call the police.
- If the Director, Assistant Director or responsible person in charge is unable to call the police, another staff member can do so.
- Staff will calmly move the children away from the person.
- No staff member will attempt to remove the unwelcome person.
- The staff will remain calm and wait for the police.
- Staff will, at all times, be aware of any unfamiliar person on the premises.
- If on an excursion, the staff will notify and seek assistance from the venue management.

Post-Emergency Actions:

- Debriefing with staff.
- Communication with families.
- Incident reporting requirements.
- Review of procedures and improvements.

Drills & Training:

- Drills are carried out during weeks 4 and 8 of each term. There is an emergency drill and a lockdown drill completed each week.
- The Responsible Person on shift conducts the drills. They allocate a staff member to assist in taking photographs of the drills and timing the length taken to complete the drill. Following the completion of the drill, a drill evaluation form is completed and the relevant photos attached. This form is scanned and saved on the shared drive and the original is kept on file for the current year.
- Families are notified by email through the centre's communication system advising of the days and times of the drills. They are advised that during the drill, their children will be unable to be dropped off or collected.
- Staff are trained on the emergency procedures during staff meetings and at the time of the drill and following the drill.

Version	Action	Date
V.1	Original endorsement	September 2020
V.2	Updated to reflect changes in procedures and include new building	16 th April 2026
V.2	Approval by PMC	20 th May 2026

