



St. Thomas School & Pre-School

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Emergency and Evacuation Policy

Policy:

The centre will plan for and respond effectively to fire and emergency evacuations. Evacuation may be required in the event of a fire, chemical spill, bomb scare, earthquake, gas leak, flood, bush fire. Planning for and responding effectively to fire and emergency evacuations is important to ensure safety in children's centres.

Practices:

To effectively plan and respond to fire and emergency evacuations, the Pre-school will:

- Identify potential emergencies, e.g. bush fires, floods, crime, likely accidents in the centre, asthmatic or allergic children, take all precautions and plan for relevant worst case scenarios.
- Have a fire extinguisher and fire blanket readily accessible near areas where fires are likely to start, such as the kitchen. Ensure extinguisher is tested 6 monthly and is in good working order, clear fire exits, (all doors in centre should be easily opened in an emergency), install smoke detectors, test regularly, and replace batteries when required.
- Ensure all fire protection equipment is tested in accordance with Australian Standard AS 1851.1 (1995) for level 1 service and kept in proper working condition.

- Ensure all staff members are aware of the correct use of a fire extinguisher, the acronym PASS can be used to train staff in using fire extinguishers:
 - Pull pin or release lock
 - Aim low at the base of fire
 - Squeeze handle
 - Sweep fire extinguishers from side to side at base of fire.
- Ensure escape routes and assembly areas are kept clear of obstruction at all times.
- Evacuation assembly areas are selected and familiar to all staff;
 - Exit
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- On evacuation one staff member is to collect "evacuation pack" which consists of
 - Roll with children's names addresses, phone numbers

- Display near all centre telephones current emergency telephone numbers — Hospital, Ambulance, Public Health Unit, Police, Fire brigade, Poisons Information Centre, parents or guardians, (See Section 7.2 Procedure for Calling an Ambulance).
- Develop, keep up to date, prominently display (in each playroom and at each main exit of the centre), fire and emergency evacuation plan which includes:
 - emergency warning alert regularly practiced and with which all centre staff are familiar
 - pre-planned evacuation procedure with which all centre staff are familiar
 - pre-planned designated meeting area which is accessible at all times
 - safe, quick, and calm evacuation of all children and staff
 - account for all centre children and staff
 - comfort any children in distress and treat any injuries
 - dial 000 for the fire brigade and ambulance
 - contact all parents
 - complete Incident, Injury, Trauma and Illness Report notify Department of Education and Communities of any serious incident within 24 hours
- Keep a record of each practice that includes an evaluation of the procedure and what action is to be taken if any, and keep these records for at least 2 years.
- Ensure the safety and evacuation of all children and staff before trying to contain or extinguish a fire. If the fire is small and you are nearby when it begins it may be appropriate to try to extinguish it or contain it by closing doors and windows, (only if it is not dangerous).
- If a child is burnt run cold water over burnt part of body, or cover burn with towel soaked in cool water (not ice or ice water), be careful not to make the child hypothermic (too cold), and arrange for the child to be assessed by a doctor or call an ambulance, dial 000 (See Procedure for Calling an Ambulance).
- Ensure counselling and debriefing services are available for all those involved in an emergency situation, if required.