

## 7.2 Drills and Evacuations Policy

The service acknowledges the need to ensure that educators and children are aware of, and understand, evacuation and other procedures in the case of an emergency. The service therefore takes a proactive approach through the regular implementation of practice drills and evaluation of the procedures followed.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011*
- *Family and Child Commission Act 2014*
- *National Quality Standard, Quality Area 2 – Children’s health and safety*
- *Policies: 6.3 – Workplace Health and Safety, 7.1 – Emergency Equipment and Facilities, 7.4 – Fire Safety Compliance, 8.10 – Employee Orientation and Induction.*



### Procedures

The Coordinator will work collaboratively with the community and relevant authorities to identify events that may occur at the service which require an evacuation (e.g. fire, bomb threat, storm, intruder etc.), and to conduct a risk assessment for each of these events.

Evacuation instructions for what must be done and a floor plan to follow in case of an emergency event, will be prominently displayed near each exit of each room utilised at the service. Evacuation plans will be child friendly and displayed at child height.

Educators must ensure that all exits are kept clear and unlocked to enable a quick departure. This will be included on the daily safety checklist. Any comments or issues relating to these preventative measures will be noted on the checklist and brought to the attention of the Coordinator.

Emergency evacuation and lockdown procedures will be rehearsed and documented at least once a term for Before and After School Care and each Vacation Care program. Each term the drills will be scheduled to occur on different days of the week so that all educators and children are familiar with the procedures.

Emergency telephone numbers will be clearly displayed within the service.

For each emergency situation, educators will have access to a telephone outside of the room. Currumbin Kids Club has two mobile phones available. Both phones are to be charged daily and made accessible in the event of an emergency, lockdown or evacuation.

In an emergency evacuation situation, the educator who first discovers the emergency will sound the alarm.

The Coordinator, or in her/his absence the Responsible Person-in-Charge for that session will take charge of the situation and/or delegate others to:-

- Telephone the relevant emergency number;
- Check and evacuate all rooms including the toilets, storage rooms and near-by buildings on the premises;
- Collect daily roster to account for all employees;
- Collect sign-in sheets and parent contact numbers;
- Collect first aid kit and emergency evacuation kit;
- Close and secure all doors and windows if only if safe to do so;
- Once at the designated assembly area, check the roll to make sure that all children and staff are accounted for; and
- Notify parents, the Approved Provider and the Regulatory Authority.

Attempts to extinguish fires will occur only when the room is evacuated, if the fire is very small, and the person trained in using the extinguisher is in no immediate danger.

No one will re-enter, nor be permitted to re-enter, a building in which there is or has been a fire, under any circumstances, unless and until the emergency service advises that it is safe to do so.

### **Emergency, Evacuation, Lockdown and Tsunami Procedure (7.2.1)**

(See 7.2.1 for detailed procedure.) During school hours (8:15am–3:30pm), all CKC staff must follow Education QLD and school emergency directions.

#### **In an emergency:**

- **Call the Administration Office (internal: 311, 355, 344, 322; CKC mobile: 5559 6333).**
- Identify yourself, state the emergency type and location, then hang up.
- Follow the risk-assessed emergency procedure.

#### **Emergency Types**

##### **Fire / Building Evacuation:**

- Signal: 3 sharp whistles.
- Evacuate to Area One – school oval beside the swimming pool.
- Coordinator or Responsible Person liaises with emergency services.

##### **Evacuation:**

- Coordinator or Responsible Person directs all to the safest route to the evacuation area.
- Bring Emergency Backpacks, wear bright vest, and complete roll call.

##### **Lockdown / Shut-in:**

- Triggered by the song "Waltzing Matilda" over the loudspeaker.
- Close doors, keep children on the floor and out of sight until further notice.

##### **Tsunami Alert:**

- Evacuate to the Junior Playground area beside Westview Street, then proceed to the park near the water tower at the top of Currumbin Hall via Alpha Avenue.
- Coordinator or Responsible Person coordinates the evacuation.

### **Lockdown and Evacuation Drill Evaluation (7.2.2)**

An 'evacuation drill evaluation form' (see 7.2.2) is to be completed by the Coordinator or Health and Safety Representative as soon as possible after the drill.

Issues identified through this evaluation will be discussed at the next team meeting and referred to management. Feedback should also be provided to the children.

### **Bomb Threat Checklist (7.2.3)**

In the event of a bomb threat, the following information will be recorded by the person who answers the call, on the 'bomb threat checklist' (see 7.2.3):

- *Time and date of the call;*
- *The wording of the threat; and*
- *Other specific details.*

DO NOT hang up the phone, and without alerting the caller, indicate for another person to use a separate phone to call police to report the threat.

Implement an evacuation of the building according to the services' emergency evacuation procedure.

When safe to do so, complete an incident report on the situation, and notify the Approved Provider and Regulatory Authority.

<b>DATE DEVELOPED</b>	<b>DATE RATIFIED</b>	<b>DATE REVIEWED</b>	<b>DATE RATIFIED</b>
August 2018	August 2018	September 2021	October 2021
		October 2023	November 2023
		November 2025	November 2025