



## **EMERGENCY SITUATIONS**

(Required regulation)

### **Policy Statement**

New Lambton District OOSH (NLDOOSH) provides an environment that is safe and secure for the well-being of our children.

An emergency is defined as a situation or event that poses an imminent or immediate and severe risk to persons present on the education and care premises. All children and educators will be aware of, and practiced in, emergency evacuation policies and procedures. In the event of an emergency, natural disaster, threats of violence or any scenario deemed an emergency by senior staff this policy and associated procedures will be immediately implemented. During practice sessions of emergency procedures educators will encourage children to discuss ideas for improving procedures or averting emergency situations.

### **Procedures**

#### General

- a. Emergency evacuation procedures, the emergency bell and whistles will be clearly displayed in our centre. Parents/ guardians will be informed of the procedures and assembly point.
- b. A fire extinguisher, fire blanket and smoke detectors will be installed and maintained in accordance with Australian Standard 2444. Educators are trained by The New South Wales Fire Brigades in their operation.
- c. All staff, including casuals, will be informed of the procedures and their specific duties. Staff will decide the duties undertaken in the absence of other educators.
- d. Children and staff will practice emergency response procedures at least once per term, before and after school. The Responsible Person present on the day of the emergency response drill must attend the drill, as well as all staff, volunteers, visitors, and children present on the day. The Responsible Person present on the day should complete an Evacuation Drill Evaluation form and file it in the "Current Compliance Forms/Checks" folder.
- e. In the case of a Fire Emergency, staff will only attempt to extinguish fires if the fire is small and they feel confident doing so. If the staff member chooses to extinguish the fire, all children must be evacuated from the building first.

- f. In the event of an evacuation at New Lambton South Public we will follow lockdown procedures on our premises and/or move away from the emergency incident to the other end of the grounds and wait for emergency services to attend.
- g. All emergency evacuation procedures are in accordance with NLDOOSH evacuation, fire and flood staff procedures.
- h. The NLDOOSH Evacuation Plans will include:
  - clearly marked exit routes for leaving the building.
  - a mapped plan of where the fire extinguishers, the emergency bell and exits are located
  - safe assembly points, away from emergency services access points
  - an alternative assembly area in case the first one becomes unsafe
  - a list of items to be collected in case of an emergency.
- i. During an emergency evacuation children, staff and visitors are not to collect their bag or personal items and no one is to re-enter the buildings until the Officer in Charge has deemed it safe to do so.

## Considerations

| Name                                             | Reference                                                                                                                               |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Education and Care Services National Regulations | Division 2, reg 85<br>Division 5, reg 97<br>Part 4.7, subdivision 3, reg 168                                                            |
| National Quality Standard                        | QA 1, 2, 6, 7<br>Standard 2.2 – Element 2.2.2                                                                                           |
| Other NLDOOSH policies/ documentation            | <ul style="list-style-type: none"> <li>• Emergency Evacuation Plan</li> <li>• Emergency Procedure</li> <li>• Confidentiality</li> </ul> |
| Other                                            | <ul style="list-style-type: none"> <li>• Emergency Management Plan - New Lambton South Public School</li> </ul>                         |

## Policy status

|                  |               |
|------------------|---------------|
| Policy developed | February 2000 |
| Last reviewed    | December 2025 |
| Due for review   | June 2027     |

Person who discovers Emergency Situation

- Asks another person to contact Emergency Services if required
- Informs Nominated Supervisor or RP



Nominated Supervisor or RP

- Directs the actions of others
- Contacts Emergency services if not already done
- Maintains communication with Emergency services
- Oversees decision making processes and makes final decisions



Inside Educators

- Collects iPads, iPhones and paper rolls
- Ensures all children and Educators are evacuated from inside space



First Aid Educator

- Collects Emergency First Aid Kit
- Collects Emergency Evacuation Kit
- Collects Children's Medications from medical cupboard



Outside Educators

- Checks all outside spaces including toilets
- Gather and supervise children in designated assembly area



All other Educators

- Ensure safety and well being of children and all other adults
  - Provide reassurance to children and other adults
- Ensure effective supervision of children allowing others to do their role

# **FIRE EVACUATION PROCEDURE**

## **Section 1 – Link to policy**

This procedure supports the Emergency Situations Policy.

## **Section 2 – Procedure details**

- a. The first educator to identify the emergency is to squeeze the emergency whistle. Notify another staff member to call 000
- b. Alert the other educators and children by making an announcement to evacuate via walkie talkies, identifying which evacuation point will be used.
- c. Inside educators will collect the iPads, centre mobile phones, staff sign in sheets and paper rolls containing children's attendance records and parents' contact numbers. Ensure that all children are evacuated from the building and doors and windows are closed if safe to do so.
- d. Educator on First Aid will collect the Emergency First Aid Kit and Emergency Evacuation Kit along with individual children's medication.
- e. Outside educators to check that the toilets and playground is empty with all children gathered in the evacuation point/s
- f. All educators supervise, comfort and reassure the children at the assembly area.
- g. When inside educators arrive with iPads and rolls, proceed with a Roll Call.
- h. When the emergency service arrives the Responsible Person will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.
- i. No one should re-enter the building until the officer in charge has said it is safe to do so.

## **Section 2 – Procedure status**

|                  |                               |
|------------------|-------------------------------|
| Policy developed | September 2007                |
| Last reviewed    | December 2025                 |
| Due for review   | June 2027                     |
| Policy owned by  | New Lambton District OOSH Inc |

# FLOOD PROCEDURE

## Section 1 – Link to policy

This procedure supports the Emergency Situations Policy

\*This scenario could escalate to an evacuation. This procedure is put in place if the grounds are in danger of flooding and if the water level in the drains is rising.

## Section 2 – Procedure details

- a. In the event of significant rain RP will monitor the levels of the water in the nearby drains notifying the Nominated Supervisor and Assistant Co-Ordinator's when the levels reach near the top of the drain.
- b. The Responsible Person will make the decision when to go into a lockdown situation due to potential flooding.
- c. Responsible Person will notify all staff of the lockdown via the walkie talkies explaining it is due to potential flooding risk.
- d. Staff to gather all children in their zone play space area and evacuate to the top level of Block "A", staying calm with minimal fuss and noise.
- e. Administration Assistant and Responsible Person will gather rolls/iPad's for electronic sign in and Mobile phones, emergency food and water supplies and go to evacuation point in top of Block "A".
- f. First Aid officer will gather any children's medication, emergency medical supplies and portable first aid kit and go to evacuation point in top of Block "A".
- g. Responsible Person and other staff from the Leadership Team will conduct a roll call to ensure all children and staff are accounted for.
- h. Responsible Person will make a decision when to notify families of the situation and if it is safe to do so ask them to come and collect their child/ren before the threat of flooding becomes any worse.
- i. Responsible Person will monitor the situation and determine if Emergency Services personnel should be called and if evacuation off the grounds should occur. When Emergency Services attend they will take control of the situation and evacuate all children and staff to their designated safe place.

## Section 2 – Procedure status

|                  |                               |
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# LOCK DOWN PROCEDURE

## Section 1 – Link to policy

This procedure supports the Emergency Situations Policy.

\*Some scenarios that may require the service to go into lockdown could include threats of violence to staff, loose dog on premises, chemical spill, smoke and dust storms.

## Section 2 – Procedure details

- a. The educator who identifies the need to go into lock down will inform all educators of the lock down by using the code word “**RED LIGHT**” over the walkie talkie.
- b. Stay calm and direct an educator to call emergency services using mobile phone.
- c. Outdoor educators to direct children to the nearest indoor zoned area. Designated outside leader to gather children from toilet areas.
- d. All educators’ direct children to stay inside, lock doors, windows and pull down blinds if available.
- e. Educators to head count children in their area and report to administration assistant if it is safe to do so and if the administration assistant is able to take the radio call. Where possible the administration assistant will do a full roll call over the walkie talkies, or centre mobile phones if required. If Ipad or rolls are able to be collected or are on hand, these will be used.
- f. Keep children quiet and calm whilst awaiting the next instructions.
- g. If safe the Responsible Person, or a staff member nominated by the Responsible Person, will wait at the entrance to direct emergency services on their arrival.
- h. When Police arrive, they will direct the scene. All children and educators are to remain in lock down until emergency services deem the area safe.

## Section 2 – Procedure status

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