

EMERGENCY EVACUATION | POLICY (FIRE + NATURAL DISASTERS)

NATIONAL REGULATIONS:

97 - EMERGENCY AND EVACUATION PROCEDURES

98 - TELEPHONE OR OTHER COMMUNICATION EQUIPMENT

168 - POLICIES AND PROCEDURES IN RELATION TO EMERGENCY AND EVACUATION

PURPOSE:

FIRST SPORTS COACHING ARE COMMITTED TO THE ESTABLISHMENT OF EMERGENCY AND EVACUATION PROCEDURES IN ALL ITS SERVICES, ALL EARLY CHILDHOOD ENVIRONMENTS MUST PLAN AND PRACTICE EMERGENCY AND EVACUATION PROCEDURES THAT SUIT THE SPECIFIC CIRCUMSTANCES OF THEIR ENVIRONMENT.

IMPLEMENTATION:

AN EMERGENCY IS DEFINED AS ANY CIRCUMSTANCE WHICH DEVELOPS THAT IS OUT OF THE CONTROL OF THE RESPONSIBLE PERSON ON PREMISES OF THE SERVICE WHICH MAY RESULT IN INJURY OR DEATH. IT IS A SPONTANEOUS OCCURRENCE WHICH NECESSITATES AN IMMEDIATE RESPONSE.

THE FOLLOWING IS IN PLACE:

- **FIRST SPORTS COACHING WILL DISCUSS AND DETERMINE THE BEST PLAN OF ACTION FOR EMERGENCY AND EVACUATION FOR THEIR ENVIRONMENT, FIRST SPORTS COACHING WILL REVIEW ANNUALLY THE RISK ASSESSMENT OF ALL POSSIBLE EMERGENCY EVENTS AND ALL STAFF WILL BE AWARE OF THIS.**
- **ALL STAFF INCLUDING VISITING STAFF MEMBERS WILL RECEIVE INSTRUCTIONS ON THE PROCEDURE IN THE EVENT OF A FIRE, THE USE OF FIREFIGHTING EQUIPMENT AND THE MEANS OF EXITS FROM THE BUILDING AS PART OF THEIR ORIENTATION, FIRE TRAINING WILL BE REPEATED ANNUALLY.**
- **IN EVERY MAIN ROOM OF EVERY ENVIRONMENT A SITE PLAN MUST BE DISPLAYED FOR THE USE OF EMERGENCY SERVICES (USUALLY ADJACENT TO THE DESIGNATED EXITS). THIS SHOULD SHOW:**
 - **LOCATION OF FIREFIGHTING EQUIPMENT**
 - **EXITS, EVACUATION ROUTES AND ASSEMBLY AREA(S)**
 - **YOUR LOCATION IN RELATION TO THE SITE PLAN (I.E. "YOU ARE HERE")**

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- **LOCATION OF FIRST AID KITS.**
- **EMERGENCY EXITS MUST BE CLEARLY IDENTIFIED, EXIT DOORS MUST BE EASY TO OPEN AND EXIT ROUTES MUST BE CLEAR FROM OBSTRUCTION.**
- **PRACTICE EMERGENCY EVACUATION DRILLS WILL BE HELD AT LEAST EVERY MONTH AND STAFF MUST BE MADE AWARE OF THEIR ROLES FOR THESE EVACUATION DRILLS. ALL STAFF AND CHILDREN WILL BE INVOLVED IN DRILLS. PARENTS/GUARDIANS AND VISITORS PRESENT AT THE TIME WILL BE INCLUDED IN THE EVACUATION PROCESS.**
- **EVACUATION PROCEDURES MUST CONSIDER VARIOUS SCENARIOS SUCH AS THE MEANS OF LOCATING CHILDREN IN INDOOR AND OUTDOOR AREAS, DURING SLEEP TIME AND DEALING WITH BABIES AND CHILDREN WITH DISABILITIES.**
- **EVACUATION PROCEDURES MUST CONTAIN SPECIFIC DETAILS OF THE RESPONSIBILITIES OF RELEVANT STAFF SUCH AS:**
 - **WHO CONTACTS THE FIRE SERVICE?**
 - **THE RESPONSIBLE PERSON OF CHILDREN IN THE ASSEMBLY AREA**
 - **THE COLLECTION OF THE ATTENDANCE REGISTER CONTAINING THE NAMES OF ALL CHILDREN IN ATTENDANCE THAT DAY**
 - **THE CHECKING OF ALL ROOMS (INCLUDING KITCHEN, STAFF ROOM, LAUNDRY, TOILETS) AND EXTERNAL AREAS ACCESSIBLE TO CHILDREN, FOR REMAINING CHILDREN**
- **AT THE ASSEMBLY POINT, CHECK THE ATTENDANCE REGISTER TO ENSURE EVERYONE (I.E. STAFF, STUDENTS, CHILDREN, VISITORS, AND VOLUNTEERS) ARE PRESENT.**
- **REPORT MISSING INDIVIDUALS TO EMERGENCY PERSONNEL IMMEDIATELY.**
- **PROVIDING FIRST AID AT THE ASSEMBLY AREA IF REQUIRED.**
- **CONSIDERATION OF ADDITIONAL NEEDS SUCH AS ADMINISTERING EMERGENCY MEDICATION.**
- **IMMEDIATELY CONTACTING PARENTS/GUARDIANS TO ARRANGE COLLECTION OF CHILDREN AS SOON AS POSSIBLE, CONTACT PHONE NUMBERS FOR EMERGENCY SERVICES AND PARENTS MUST BE UPDATED FREQUENTLY AND KEPT CONFIDENTIAL IN EACH ROOM'S FIRE BAGS. SUCH TELEPHONE NUMBERS SHOULD INCLUDE POLICE, FIRE BRIGADE, AMBULANCE, ELECTRICITY/GAS SUPPLIERS, THE LOCAL COUNCIL AND THE POISONS CENTRE.**
- **THE RESPONSIBLE PERSON SIGNED IN IS DEEMED THE EMERGENCY OFFICER / FIRE WARDEN FOR THE SERVICE WHO IS TO BE RESPONSIBLE FOR THE OVERALL HANDLING OF ANY EMERGENCY RESPONSE AT THE SERVICE.**

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- **NEW STAFF MUST RECEIVE INFORMATION ADVISING THEM OF THEIR RESPONSIBILITIES DURING AN EMERGENCY UPON COMMENCEMENT OF THEIR EMPLOYMENT.**

FIRE:

- **ALL STAFF AT FIRST SPORTS COACHING WILL HAVE AVAILABLE:**
 - **A PROCEDURE TO BE FOLLOWED IN THE EVENT OF FIRE OR EMERGENCY.**
 - **THE MEANS OF ESCAPE FROM THE BUILDING IN THE EVENT OF FIRE.**
 - **THE LOCATION AND METHOD OF OPERATION OF FIREFIGHTING EQUIPMENT AND FIRE ALARMS OR EQUIPMENT OF WARNING OF FIRE.**
 - **THE LOCATION OF AN ASSEMBLY POINT AT A SAFE DISTANCE FROM THE BUILDING.**
- **OUR VENUES WILL PROVIDE WRITTEN EVACUATION PLANS SHOWING THE LOCATION OF EXITS, FIREFIGHTING EQUIPMENT, ASSEMBLY POINTS AND THE MANUAL FIRE ALARM.**
- **ADEQUATE RECORDS WILL BE KEPT OF ALL DRILLS, VISITS BY THE FIRE DEPARTMENT AND FIRE TRAINING AS PER YOUR LOCAL FIRE DEPARTMENT REQUIREMENTS (E.G. DATE, TIME, OUTCOME).**
- **FIRE AND SMOKE ALARMS WILL BE TESTED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS OR REGULARLY AS PART OF A FIRE EVACUATION DRILL.**
- **A VISIT FROM THE FIRE DEPARTMENT TO WITNESS A DRILL CAN BE ARRANGED AND CONDUCTED (WHEN POSSIBLE).**

POWER CUTS:

- **IF THERE IS A POWER CUT, WE WILL CONTACT THE LOCAL ELECTRICITY SUPPLIER TO DETERMINE THE EXTENT OF THE POWER LOSS AND WHEN THE POWER SUPPLY IS EXPECTED TO RESUME.**
- **IF THE POWER FAILURE IS EXPECTED TO CONTINUE FOR AN EXTENDED PERIOD, WE WILL CONTACT THE PARENTS/GUARDIANS AND REQUEST THEY COLLECT THEIR CHILDREN, THIS PERIOD WOULD BE DETERMINED BY THE RESPONSIBLE PERSON BASED ON LOCAL CIRCUMSTANCES.**

AT ALL TIMES WE WILL ENSURE CHILDREN ARE KEPT AWAY FROM HAZARDS ASSOCIATED WITH POWER FAILURE SUCH AS FALLEN POWER LINES OR DAMAGED ELECTRICAL EQUIPMENT.

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- **THE RESPONSIBLE PERSONS MOBILE PHONE SHOULD BE AVAILABLE FOR USE WHEN LAND LINE IS DISABLED.**

WATER CUTS:

- **WE WILL IMMEDIATELY ATTEMPT TO ASCERTAIN WHETHER THE WATER FAILURE IS DUE TO A PROBLEM BASED ON-SITE OR IF IT IS OUT OF THE CENTRES CONTROL.**
- **IF THE PROBLEM IS NOT ON-SITE, WE WILL CONTACT THE LOCAL WATER BODY AND SEEK ADVICE.**
- **IF THE PROBLEM IS ON-SITE, WE WILL SPEAK TO OUR SUPPORT MANAGER AND ARRANGE FOR A PLUMBER TO QUOTE FOR THE REPAIR STRAIGHT AWAY.**
- **IF WATER CUTS ARE EXPECTED TO CONTINUE FOR AN EXTENDED PERIOD, WE WILL CONTACT THE PARENTS/GUARDIANS IMMEDIATELY AND ASK THEM TO COLLECT THEIR CHILDREN, THIS PERIOD WOULD BE DETERMINED BY THE RESPONSIBLE PERSON BASED ON LOCAL CIRCUMSTANCES.**

CYCLONE/SEVERE STORMS:

- **IF A SEVERE STORM OR CYCLONE OCCURS, CHILDREN WILL BE MOVED INSIDE THE BUILDING AND ALL DOORS AND WINDOWS CLOSED.**
- **CHILDREN WILL BE MOVED TO THE SAFEST ROOMS IN THE BUILDING, IDEALLY THOSE WHICH DO NOT HAVE EXTERNAL WINDOWS.**
- **WE WILL TAKE NECESSARY PRECAUTIONS TO PROTECT CHILDREN AND STAFF (E.G. MOVE FURNITURE AND SOFT FURNISHINGS WHEREVER POSSIBLE FOR PROTECTION).**
- **WE WILL LISTEN TO THE LOCAL RADIO FOR NEWS.**
- **WE WILL TELEPHONE EMERGENCY SERVICES IF NECESSARY.**

EVACUATION PROCEDURE:

WHEN SIGNAL SOUNDS (FIRE FIRE FIRE FIRE) DO NOT PANIC

IF WE FIND THE FIRE:

- **WE WILL START CALLING OUT FIRE FIRE FIRE, AND WHERE IT IS LOCATED SO STAFF KNOW WHERE TO EVACUATE TOO.**
- **WE WILL INFORM OTHER ROOMS, AND RESPONSIBLE PERSON IN CHARGE**

ALL STAFF MEMBERS WILL:

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- **ASSEMBLE CHILDREN IMMEDIATELY, HEAD COUNT ALL CHILDREN BEFORE EXITING THE ROOM.**
- **IF ON LUNCH/PROGRAMMING RETURN TO YOUR ROOM TO ASSIST (*IF IT IS SAFE TO DO SO)**
- **CHECK ANY ADDITIONAL ROOMS AND OTHER HIDING AREAS.**
- **START TO EXIT THE ROOM WITH ONE COACH AT THE FRONT OF THE LINE AND ONE AT THE END, ONCE ALL BODIES HAVE EVACUATED THE ROOM THEN CLOSE THE DOORS AND WINDOWS.**
- **ALL ROOMS- TAKE EMERGENCY BACK PACKS, FIRE ROLLS WITH GATE KEYS AND ANY EMERGENCY MEDICATION ON TOP OF THE FRIDGE WITH CHILD ACTION PLAN.**
- **FOLLOW YOUR GROUP OF CHILDREN AT THE END OF THE LINE TO THE EVACUATION POINT.**
- **DO A ROLE CALL IN A LINE WHEN ARRIVED AT THE EVACUATION POINT.**
- **IF ALL CHILDREN AND COACHES ARE SAFELY ACCOUNTED FOR, THEN THE LEAD COACH WILL RAISE THEIR HAND.**
- **IF A CHILD IS MISSING, THE LEAD COACH MUST BE MADE AWARE AS QUICKLY AS POSSIBLE.**

THE RESPONSIBLE PERSON IN CHARGE WILL:

- **CALL 999 – NOTIFY EMERGENCY SERVICES OF YOUR EVACUATION MEETING POINT.**
- **GATHER EMERGENCY CONTACT FOLDER AND MOBILE PHONE.**
- **GATHER REGISTER.**
- **CHECK VISITOR BOOK TO SEE IF ANYONE IS SIGNED IN.**
- **CHECK ENTIRE PREMISES FOR PERSONS LEFT BEHIND. ALL ROOMS IN CENTRE, BATHROOMS, SLEEP ROOMS, COMPUTER ROOMS AND STORE CUPBOARDS.**
- **PROCEED TO EVACUATION AREA.**
- **CHECK WITH ALL EDUCATORS THAT ALL CHILDREN ARE ACCOUNTED FOR.**

AFTER THE EMERGENCY:

OUR RESPONSIBLE STAFF MEMBER WILL SEND A DETAILED REPORT ON THE EMERGENCY TO THE:

- **THE APPROVED PROVIDER OF THE CENTRE.**
- **OFFICE FOR EARLY CHILDHOOD EDUCATION AND CARE.**

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- **THE LOCAL POLICE SERVICE.**
- **CHIEF EXECUTIVE OF THE DEPARTMENT OF INDUSTRIAL RELATIONS.**

WHEN THE IMMEDIATE INCIDENT IS OVER IT IS IMPORTANT TO CATER FOR THE EMOTIONAL CONSEQUENCES OF THE INCIDENT THROUGH DEBRIEFING AND WHERE REQUIRED, PROFESSIONAL COUNSELLING. THE SERVICES EARLY CHILDHOOD EDUCATION AND CARE CONSULTANT INCENDIA CAN PROVIDE SUPPORT IN THESE CIRCUMSTANCES.

SOURCES:

NATIONAL CHILD CARE REGULATION 2011

BUILDING FIRE SAFETY REGULATION 2008, S.12 & PART 4

NATIONAL QUALITY FRAMEWORK

EARLY YEARS LEARNING FRAMEWORK