



# EMERGENCY AND EVACUATION PROCEDURE

<b>Policy Hierarchy link</b>	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011: 97; 168(2)(e) National Quality Standard: 2.3.3 UNSW Emergency Evacuation policy and procedures		
<b>Responsible Officer</b>	Vice-President, University Services		
<b>Contact Officer</b>	General Manager – <a href="mailto:j.carlisle@unsw.edu.au">j.carlisle@unsw.edu.au</a> 9385 1708		
<b>Superseded Documents</b>			
<b>File Number</b>	Contact the <a href="#">Records &amp; Archives Office</a> .		
<b>Associated Documents</b>	See individual Campus' <b>Emergency and Evacuation Guidelines</b>		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective Date</b>
2.0	Early Years Management	20 November 2014	20 December 2014

## 1. Purpose and Scope

This procedure is to ensure that all children, staff and visitors are evacuated safely from the Centres in the event of an emergency. It is essential that all staff are trained in, and regularly practice, the Centre's guidelines for evacuation and use of fire safety equipment.

## 2. Definitions

An **emergency** is defined as any kind of incident that may cause harm or injury to children, staff and/or visitors. Two types of emergencies may occur:

- An emergency requiring the evacuation of premises, ( fire, gas leak);
- An emergency requiring the Centre to be secured and locked down to ensure children, staff and visitors do not leave the premises (a siege, an environmental hazard)

## 3. Procedure

### 3.1 Display of Emergency Procedures, Protocols and Telephone Numbers

Evacuation procedures are to be displayed in each playroom, the office, the kitchen, the foyer, bathrooms and staff rooms.

Call Emergency Services **000** (if an ambulance is required) then inform UNSW Security ext **56666** or from a Mobile: 9385 6666.

Maroubra Police: 9349 9299	Sydney Children's Hospital : 9382 1111
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## 3.2 Emergency Procedure

This procedure is to be read in line with the UNSW emergency procedures. In the event of a BOMB THREAT, if possible, complete the checklist as per UNSW emergency procedures flipcharts, kept beside each phone in the Centres.

### 3.2.1 Organisation

- All staff, casual staff, students, volunteers, visitors and contractors are required to sign in/out daily.
- All parents must sign children in/out in each room.
- Centre staff will maintain children's attendance records.
- Parent contact numbers will be kept up to date.

### 3.2.2 Notification

- Dial **ext 56666**, to ALERT UNSW Security if the alarm has not already gone off. UNSW Security Department will contact the relevant Emergency Departments.
- Notify the Responsible Person immediately or as soon as possible.
- Alert all centre staff immediately and follow procedures for either evacuation or securing the Centre.

**NOTE:** See *individual Centres' Emergency and Evacuation Guidelines* for location of Fire and Duress button and additional detail.

### 3.2.3 Evacuation Procedure

Staff CHECK all sleep rooms, children's toilets and small spaces in rooms/outdoor areas and evacuate children to designated spaces.

**NOTE:** See *individual Centres' Emergency and Evacuation Guidelines* for evacuation points.

- Staff will collect children's attendance records, first aid kit and special medications.
- Office staff will collect staff sign in book and visitor sign in book.
- Staff will close (but not lock) doors behind them as they move through building to help contain the fire.
- Staff will call the rolls at the first stop point. Children will then be moved to meeting points to await instruction about returning to the Centre.
- One designated fire warden will remain outside the Centre until the fire brigade or emergency vehicles arrive if it is safe to do so.
- If emergency services personnel advise it is not safe to re-enter building, the nominated supervisor will contact families to advise collection of children and Early Years Management will be notified.
- In the event that children are able to return to Centre, parents will be notified of the evacuation action by notice on the same day.

### 3.2.4 Procedure for when Children/Staff are to Remain in Centre

- Staff are encouraged to keep children calm at all times. Staff are to inform all other adults in the room, including family members, visitors etc that they must remain with the group and follow instructions.
- Staff must close and lock all doors, windows and blinds and turn off all lights. The children must be moved to an area away from view from outside.
- Staff will remain calm and quiet.
- If possible, staff should notify UNSW Security, or if unable to, directly contact either the Police/Ambulance/Fire Brigade.
- Where possible staff will take the phone from the room into the area they are in with the children.
- Staff are to make no calls but to keep lines free to maintain communication.
- All mobile phones must be put on silent and set to not vibrate.

### 3.3 Fire Safety Training/ Evacuation Drills

**Fire Safety Training** will be conducted by the UNSW Fire Safety Officer every 3 years or as required if due to a large turnover of staff.

Emergency drills will be conducted every 3 months, with UNSW security attending two of these. These drills will be evaluated after each event to ensure procedures are being carried out correctly.

## 4. Review & History

## 5. Acknowledgements

UNSW Emergency Evacuation Policy and Procedures.

## Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice President, University Services	11 November 2013	11 November 2013	
2.0	Early Years Management	20 November 2014	20 December 2014	