**Drills, evacuation and lockdown** **procedure**

**Purpose**

This procedure describes how those who work for or utilise Toowoomba Catholic Kindergarten and Care (TCKC) services are to actively identify emergency situations and implement evacuation and lockdown.

**To whom it applies**

This procedure applies to all TCKC staff, parents, children and visitors.

**Related policies and legislation**

Education and Care Services National Law Act 2010

Education and Care Services Regulations 2011

Family and Child Commission Act 2014

Work Health and Safety Act 2011

Work Health and Safety Regulation~~s~~ 2011

Building Fire Safety Regulation 2008

**Procedure**

1. Emergency response planning
   1. Each service must have an emergency risk management plan that includes the fire and emergency plan as required in accordance with the Building Fire Safety Regulation 2008.
   2. The service’s emergency risk management plan must be provided to staff and volunteers during induction.
   3. The service’s emergency risk management plan must be easily accessible.
   4. An emergency contact list is to be displayed in a visible location preferably near a telephone.
   5. The Nominated Supervisor is to provide and maintain
2. a safe means of exiting the service
3. unobstructed emergency exits
4. working communication equipment eg mobile or fixed phones, 2-way radio, emails, video conferencing
5. working exit signs and emergency lighting
6. emergency evacuation diagrams at each emergency exit
7. records of fire training for current and new staff
8. updated firefighting equipment
9. testing and recording of firefighting equipment through an approved contractor
10. updated first aid kit including epi-pen and asthma inhaler.
    1. In the event of an emergency
11. Staff follow the procedures according to the type of emergency eg. flowchart

ii. When in two locations, staff in the area where the emergency has occurred must notify the other staff member in the alternative location via communication devices provided eg. two mobiles per service. The staff then continue to follow the appropriate procedure.

iii. Staff must relocate the remaining children to a safe location and attend to their emotional needs

1. Rehearsal of evacuation and lockdown
   1. Evacuation and lockdown drills will be rehearsed once every term in any given year that the service is operating.
   2. The months expected for rehearsal to occur at every service are March, May, August and October.
   3. Rehearsals will occur on different days of the week, so all staff and children are familiar with procedures.
   4. These rehearsals will be documented and submitted to the Senior Manager: Kindergartens and Care.
2. Implementation of the emergency risk management plan
   1. In the event of an emergency situation, TCKC staff should decide on the most appropriate initial response ie either an evacuation or lockdown and implement this response as per the service’.
   2. The Responsible person will contact emergency services and the Senior Manager: Kindergartens and Care.
   3. Further response will be coordinated through the Senior Manager: Kindergartens and Care including notification to relevant parties, media announcements and notifications to regulatory authorities if required.
3. **Records** 
   1. Safety training much occur once a year
   2. Records must be kept of any fire safety training, fire evacuation drills, fire safety equipment installed and maintenance of that equipment as per legislative requirements
4. The fire safety training records must show
5. The date of the training
6. The training officer/person
7. The contents of the training program
8. The names of the attendees
9. The signatures of the attendees
10. The location/site where the attendees work
    1. In addition, the following must be kept
11. A completed annual occupiers statement
12. Evacuation sign and diagram is required as per legislative requirements
13. A certificate of classification (9B/11) displayed
    1. All of these records must be kept on site and also a copy of these records should be kept off site at the Toowoomba Catholic Schools office.
    2. Incident report forms must be completed as soon as practicable after a situation where an evacuation or lockdown has occurred.

1. **Evacuation** 
   1. The nominated supervisor must:
2. provide a copy of the procedures to be followed in an event of an emergency to all staff and volunteers on induction
3. indicate to staff and volunteers where the exits are in case of an emergency
4. contact emergency services, Toowoomba Catholic Schools office and parents if required
5. instruct staff and volunteers on the following:

i. evacuating children

ii. collect attendance register and staff sign on sheets to ensure all are evacuated

iii. direct members of the public/parents to exits

iv. marshal everyone to a safe place (assembly area at each service)

v. check whether all persons are present at the assembly area (use rolls provided)

vi. children, staff and volunteers not present at the assembly area are to be reported to the nominated supervisor so they can be located (if it is safe to do so)

vii. review evacuation procedures immediately following every emergency drill or actual emergency.

1. **Lockdown** 
   1. The staff member who identified the situation must notify all staff (including the nominating supervisor) in a calm and quiet manner
   2. All children and adults are to be escorted inside of the service and an appropriate location (limited visibility from outside of the building)
   3. A head count of the exact number of children and adults in attendance on the day is conducted as well as a roll call if possible
   4. Children, staff and volunteers not present are to be reported to the nominated supervisor so they can be located (if it is safe to do so)
   5. All doors and windows, including service entrances are to be locked
   6. The Responsible person contacts the emergency services and Toowoomba Catholic Schools office. The office will contact parents in an emergency.
   7. Children, staff and volunteers remain in position until everything is approved as ‘all clear’ by either the nominated supervisor or emergency personnel
   8. Consideration is to be made for children or adults who have special needs – appropriate arrangements are to be made ensuring they are safe
2. **Bomb Threat** 
   1. *Phone call* 
      1. Services are to ensure note pad and pen are accessible near the phone at all times
      2. When the staff member receives the call, they must document:
3. the time and date of the call
4. the wording of the threat
5. other specific details
6. alert someone around them if possible (use bomb threat signal – raise left arm, clenching fist and waving arm)
7. try not to hang up
   1. *The other person* who has been alerted by the bomb threat signal contacts:
8. **Police** to inform them that a threat has been received and provide as many details to the them. Eg. has the evacuation of children started, who is the nominated supervisor and contact details of the service
9. **Toowoomba Catholic ~~Education~~ Schools Office** to inform them that:

i. the threat has been received

ii. whether the evacuation has commenced

iii. the phone number which should be used by the office to communicate with the service

* 1. *Initiate Evacuation* 
     1. This may occur prior to contacting police and TCSO depending on the urgency concerning the safety of the children and staff eg. shooting, danger to people
     2. Services are to follow the evacuation procedure
     3. Staff and children are to leave all belongings behind
     4. The nominated supervisor or staff member available contacts police and TCSO if they haven’t already
     5. Relocating to an ‘off site’ location may be advised from the police once the situation is being addressed
     6. All children, staff and volunteers remain in the safe area until police give permission to return.
  2. *Communication* 
     1. Staff and volunteers inform nominated supervisor or responsible person if a child or adult is not accounted for when moving to the safe area
     2. The nominated supervisor or responsible person or staff member contacts police and TCSO after the safety of the children and adults is affirmed
     3. TCSO will:

1. alert parents during or immediately after the incident
2. discuss matters with the media
3. prepare a letter to parents about information regarding the incident and action taken
4. **Fire** 
   1. Fire evacuation floor plans, site map and fire evacuation procedures are part of the Fire Safety Training
   2. A nominated supervisor must:

a. keep and maintain records of when checks of fire installations and equipment are carried out

b. ensure staff are trained in the use of fire extinguishers, fire hoses, fire alarms and evacuation procedures

c. ensure the emergency/evacuation diagrams are located at each evacuation route of the building

d. ensure that the evacuation plan highlights where the fire protection devices are located

e. make known to new employees and volunteers within one month of the day on which that person commenced work of the plan and procedures

1. **Severe Weather** 
   1. Every service must have in case of severe weather:
2. torch
3. battery operated radio
4. spare batteries for the torches and radio
5. charged mobile at all times
6. a hard copy of contact lists printed (power failure)
7. implement lockdown procedure if necessary

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