The Children's House Montessori School

NQF: Area 2

Regulation 97

EMERGENCY & EVACUATION POLICY

1. AIM

- To ensure the safety, wellbeing, and protection of all children, staff, families, and visitors during any emergency.
- To maintain clear, practiced, and effective emergency and evacuation procedures for all scenarios, including fire, flood, medical emergency, intruder/lockdown, snake, hazardous materials, and bomb threat.
- To ensure staff are confident, trained, and able to respond quickly and safely.

2. POLICY STATEMENT

The service is committed to providing a safe environment and ensuring all staff understand and implement emergency procedures. Emergency plans are developed through risk assessment, regularly reviewed, practiced, and communicated to families. The service complies with the Education and Care Services National Regulations, particularly Regulation 97.

3. RESPONSIBILITIES

Approved Provider / Licensee

- Ensure a written Emergency and Evacuation Procedure is developed, maintained, and reviewed at least annually or when circumstances change.
- Ensure risk assessments inform the emergency plan.
- Ensure emergency exits, signage, and equipment (extinguishers, alarms) are maintained.

Nominated Supervisor

- Ensure emergency drills (evacuation and lockdown) are practiced **every three months**.
- Maintain accurate written records of all drills for **two years**.
- Ensure all staff receive induction and ongoing training in emergency procedures.
- Ensure emergency plans are displayed in each room and at the main exit.

Educators and Staff

- Follow emergency procedures calmly and promptly.
- Supervise and support children during emergencies.
- Collect required documentation (attendance records, Allergy Buddy, emergency medication).
- Ensure a mobile phone is available and taken to the evacuation or lockdown area.

Admin Officer / Nominated Supervisor

- Take the service mobile phone and emergency contact list.
- Notify families when required.

4. EMERGENCY PROCEDURES

4.1 General Principles

- Remain calm and follow the documented procedure.
- Prioritise children's safety, wellbeing, and emotional reassurance.
- Maintain educator-to-child ratios during evacuation or lockdown.
- Support children with additional needs or mobility challenges.
- Account for all children, staff, visitors, and volunteers.

4.2 Fire Evacuation

1. Blow whistle and announce "Evacuation".
2. Educators gather children, attendance sheet, Allergy Buddy, emergency medications.
3. Evacuate via the nearest safe exit.
4. Close doors behind you.
5. Move to the designated assembly point.
6. Conduct roll call and report any missing persons immediately.
7. Contact emergency services (000).
8. Await clearance before re-entering the building.

4.3 Flood / Severe Weather

1. Move children to higher ground or designated safe indoor area.
2. Avoid outdoor areas, drains, and water hazards.
3. Contact emergency services if required.
4. Notify families if collection is necessary.

4.4 Intruder / Lockdown

1. Announce "Lockdown".
2. Move children into the storeroom away from windows and doors.
3. Lock doors, turn off lights.
4. Follow Break-in and Intruder Procedure
5. Keep children low, quiet, and calm.
6. Contact police (000).
7. Maintain supervision until authorities give clearance.

4.5 Snake on Premises

1. Keep children still and move them slowly away from the snake.
2. Do not attempt to touch or remove the snake.
3. Contact wildlife rescue or emergency services.
4. Evacuate the area if necessary.

4.6 Bomb Threat

1. If received by phone, keep caller talking and record details.
2. Notify police immediately.
3. Evacuate if instructed or if risk is identified.
4. Avoid using mobile phones near the building until cleared.

4.7 Hazardous Materials / Smoke

1. Close windows and doors.
2. Move children to indoor safe area (shelter-in-place).
3. Turn off air conditioning if required.
4. Contact emergency services.

5. COMMUNICATION

Families

- Families will be notified via mobile phone if children need to be collected.
- Families will be informed after any real emergency.
- Updated emergency procedures will be shared with families annually.

Staff

- Emergency procedures form part of induction.
- Staff receive refresher training every 12 months.

6. DOCUMENTATION & RECORD KEEPING

- Emergency and evacuation plan displayed in each room and main exit.
- Drill records kept for **two years**, including:
    - date and time
    - type of drill
    - number of children and staff
    - time taken
    - evaluation and improvements
- Risk assessments reviewed annually or after any incident.
- Emergency contact lists updated monthly.

7. REVIEW & CONTINUOUS IMPROVEMENT

- Policy reviewed annually or after any emergency.
- Feedback from staff, families, and drills informs improvements.

8. RELATED DOCUMENTS

- Emergency Evacuation Procedure (displayed)
- Break-in and Intruder Procedure
- Risk Assessment Register
- Allergy Buddy and Medical Management Plans
- Staff Induction Handbook