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| Procedure Title: | Evacuation |
| Effective Date: | December 2010 |
| Review Date: | As necessary under the Policy and Procedure Development Policy |

PROCEDURE

Inner City Care will ensure the safe conduct of all the child care centre occupants away from the Centre to a place of safety in the case of an emergency.

The health and safety of the Centre community is the explicit responsibility of the service providers.

METHOD

The following is a general description of steps to be taken in any emergency. Specific mention is made wherever appropriate to the necessary steps for particular emergencies.

If Notified via Ultimo ABC (Australian Broadcasting Corporation) Alarm system:

- At sound of "alert" stage alarm (BEEP BEEP BEEP) one of the three wardens within the child care centre will tell staff to gather children near the inside doorway of each playroom. If outside gather children on the concrete area between the two rooms but not in front of the Emergency Exit.
- Await further instruction.
- The staff start to collect and put on children's socks and shoes. It is essential that staff await evacuation call from the warden or the alarm system, as a bomb threat or fire outbreak in certain areas may require an altered evacuation plan.
- If full evacuation is notified the Zone Warden notifies staff in each room to evacuate the children.
- The Zone Warden or delegate will man the WIP phone (pick it up and wait to speak to someone in the control room as it may not be necessary to evacuate. However, if there is no response and it is urgent to get the children out of the Centre, this will be done).
- At sound of "evacuate" stage alarm (WHOOOP WHOOOP WHOOOP) all children, staff and any parents present must evacuate immediately via the Emergency Exit gate facing Harris Street. If this gate is obstructed, the gate facing Ultimo Road should be used. If both gates are obstructed the front door of the Centre will be used.

If First Emergency Is Detected Within the Child Care Centre:

- Raise the alarm – contact Fire Brigade (ph. 0-000). Alert the Ultimo Centre (ph. x1111).
- Evacuate and isolate immediate area. Commence evacuation procedures for leaving the child care centre. It may still be necessary to await further instructions from the ABC Chief Warden before evacuating fully eg. in the case of a bomb threat.

Procedures For Evacuation:

- When told to evacuate by Zone Warden or via WHOOOP WHOOOP WHOOOP alarm, staff in each room conduct children through playroom exits direct to backyard and assemble on concrete area between the playrooms. A roll call will be made to ensure all children are present.
- No one will leave the Centre unless specifically instructed by the Zone Warden or delegate. When evacuating everyone will leave as one group.

During evacuation all parents or other visitors to the Child Care Centre must also evacuate and follow staff direction. Children will not be accepted for care by the Centre during such an emergency. Children will not be accepted for care by the Centre until it is safe to return to the Centre.

Backroom:

- Two staff must evacuate children under 2 years in a cot or large strollers, kept in the ABC annexure next to the kitchen, or borrow children's strollers.
- One staff member must stand at Backroom door to help with direction of children and to act as a traffic warden for persons evacuating from the café via childcare backyard Emergency Exit. One of the child care Wardens is responsible for collecting the Emergency Contacts Folder and the emergency pack from the office (it's the backpack on the shelf in the office – it contains a portable first aid kit and extra nappies, dummies and the like AND the key to the back gate is in the front pocket) and the sign in book, along with the visitor and all staff sign in/out books. The Administrator will be responsible for this if present at the Centre. It is essential that the other Child Care Warden checks cupboards and storage areas in the playrooms to ensure no children/parents/staff are there.

Frontroom:

- Staff to group children together and when informed by the Zone Warden, exit into the backyard via the door closest to the bathroom and assemble at the concrete area between the playrooms. One staff member to remain at doorway to direct the children. It is essential that one of the Child Care Wardens check cupboards and store rooms in the playrooms to ensure no children/parents/staff are there.

Cook:

- If in attendance – turn off all appliances in the kitchen. Otherwise Director will do this. Check toilet nearest kitchen, laundry and then exit via Cotroom and Backroom to help staff with conduct of children to backyard assembly point.

Director:

- Zone warden – if in attendance at the time – to alert staff to initial alert status and communicate with ABC Chief Warden for further evacuation directions. If the Director is absent one of the Child Care Wardens will take on this role.
- Administrator to check staff room and toilet and ascertain from Cook that other checks are completed. Administrator then exits via Backroom to ensure all children/parents/staff are evacuating successfully.

The 3 Child Care Wardens should be the last to leave the Centre when certain that all areas are checked and cleared.

**Evacuation to Magic Pudding Child Care Centre
1 McKey Street
Ultimo NSW 2007
ph: 8289 8402**

All children and adults will exit via the Emergency Exit gate at the Harris Street end. The key for the gate at the Ultimo Road end is to be kept in the front pocket of the Emergency Backpack (which is kept behind the Fire Hydrant Hose Reel door at the main entrance). Childcare should liaise with the Fire Service as to missing persons.

No adult may remove any children from the group at any time under any circumstances. When all children and adults have been accounted for at Magic Pudding Child Care Centre then all parents will be contacted to collect their children immediately.

Essential safety Guides: at all times under all conditions.

No person is to reenter the building once evacuated. Human life is more precious than any property. If the area is deemed safe again the Fire Service team leader will inform you. Remember that fire feeds on oxygen. If a fire breaks out you should close the doors to isolate the area and leave to raise the alarm. Only attempt to fight a fire if you are confident you can do so safely, and ideally with a workmate.

What to do if clothes catch fire:

- STOP, DROP, ROLL!
- STOP – do not run, DROP – drop to the ground wherever you are, ROLL – roll over and over to smother the flames.

This procedure was developed according to the guidelines in the ABC Ultimo Centre Emergency Procedures Manual and was reviewed in August 2009 and December 2010 and March 2013.