

# Fire Safety and Emergency Evacuation/Lockdown Policy and Procedure

## POLICY STATEMENT

FamiliBase place the highest priority on the health, safety and protection of all children, staff and families using our service. We will ensure that our staff have training in fire safety and that all children are educated appropriately on the dangers of fire and what to do in the event of a fire or emergency within the service.

## PURPOSE OF POLICY

The purpose of the policy is to ensure all employees and children are able to take appropriate steps in the event of an emergency due to regular training drills. This policy is underpinned by the Childcare (Preschool Services) Regulations 2016, the Fire Services Act 1981 and the Health, Safety and Welfare at Work Act 2005.

## FIRE AND EMERGENCY EVACUATIONS

- 1) Staff members including students are made aware of the 'Fire and Emergency Evacuation/Lockdown' Procedure and the location of fire equipment and extinguishers.
- 2) All fire protection equipment must be tested and be kept in proper working order with the dates of the service and test indicated on extinguishers and fire hose reels.
- 3) 'Emergency Evacuation' floor plans and instructions are displayed in a prominent position near each exit at the centre outlining;
  - Location of all exits
  - Map of the building
  - Location of lockdown assembly area
- 4) Evacuation exits and paths of travel are to be kept free of equipment and any debris. Attention must also be given to classroom and outdoor environment set up to ensure furniture and equipment does not obstruct pathways and exits.
- 5) The 'Emergency Evacuation' Procedure is outlined during staff induction at the commencement of employment.
- 6) Emergency evacuation drills are required to be carried out each month ensuring all staff and children are involved and become familiar with the process. The Manager must keep a

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record of all attendees of each drill and cross reference to ensure all staff and children participate at least quarterly.

7) Drills are to be carried out on different days of the week and at various times to ensure all children enrolled are familiar with procedures. A variety of drills are to be practiced including, but not limited to, fire and lockdown.

8) Drills are recorded and evaluated by the Warden, WHS Officer and Early Years Manager.

9) Emergency Evacuation Drills are evaluated by the Early Years Manager at team meetings to identify positive aspects of the drill and areas to focus on for the next drill.

10) All heaters, fans and other electrical equipment are switched off when not in use.

11) All equipment, including warning, alarm and communication systems, fire detectors and fire extinguishing equipment etc. is maintained in accordance with the manufacturer's /installer's instructions and maintenance records are maintained.

12) Notices that clearly outline emergency contact telephone numbers are displayed adjacent to all telephone outlets in the service.

13) Staff will teach fire safety techniques and rules to the children to remember in the event of a fire. The team follow these up with learning experiences within the curriculum.

14) Doors forming part of a required exit or in the path of travel to a required exit must be readily openable without a key, permitting a person seeking exit to open the doors by a hand downwards action or pushing action. All electronic doors will open automatically for exit.

### IN RELATION TO UNWELCOME INTRUDERS, ROBBERIES AND GENERAL SECURITY, PROACTIVE RISK CONTROL MEASURES IMPLEMENTED AT THE CENTRE INCLUDE:

1) Access points to the centre are limited and are properly secured at all times.

2) A security (entrance) system is installed in the form of a bell and camera system.

3) The identification of all non-regular persons wishing to enter the centre is checked before access is provided.

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- 4) Keys/fobs are issued on a strict needs only basis, and recovered when an employee leaves the service. Keypad security codes are distributed to team members and are changed regularly.
- 5) Staff open and close the centre in pairs.
- 6) The internal and external areas of the centre are well lit at all times when persons are present.
- 7) Wherever possible, external doors are locked.
- 8) Staff are encouraged to be alert for suspicious persons, motor vehicles, incidents within or outside the premises.
- 9) The centre is kept clear of potential weapons.

### IN RELATION TO FIRE, PROACTIVE RISK CONTROL MEASURES IMPLEMENTED AT THE CENTRE INCLUDE:

- 1) Ventilation fans are regularly cleaned to prevent residue build-up.
- 2) Waste is appropriately stored and regularly removed.
- 3) Smoke detectors and firefighting equipment are installed and maintained according to the manufacturer's instructions, and National Standards.
- 4) Appliances are checked for faults (for example, frayed cords) before use.
- 5) The use of extension cords, double adaptors etc. is discouraged.
- 6) The clothes dryer's lint filter is cleaned after every use.

### PROCEDURE FOR EVACUATION/ LOCKDOWN IS DISPLAYED AT THE CENTRE AT ALL EMERGENCY EXITS

See displays

### PROCEDURE FOR EMERGENCY EVACUATION

In order for the centre to be prepared to act in the event of an emergency evacuation, the following steps must be completed to ensure we are meeting requirements for attendance records and ratio checks.

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- Each day the staff are responsible for signing children into the roll book on arrival and out of the roll book on departure.
- The staff are to complete a head count of the children 3 times per day at the beginning of their shift, lunch break and completion of shift.
- On the sounding of the alarm or the awareness of an emergency each room leader will begin to direct staff and children.
- The group will exit via the closest and safest exit door.
- Room leaders are responsible for taking the roll book and ensuring all children are present before exit.
- Toilets and cosy areas must be checked to ensure no children are not left behind or hiding.
- The team and children will meet at the assemble point.
- The room leader is responsible for a roll call.
- The Responsible Person on duty take the staff sign in and assist children and staff in leaving the building.
- The Responsible Person on duty will request that each room leader has accounted for all children and staff in their room.
- Any family members in the centre at the time will be requested to evacuate with the team.
- All children under one will be placed in the evacuation cot for evacuation.
- Children will be educated in how to walk together during the evacuation. Staff are encouraged not to carry children.
- Other FamiliBase team members that come to help with the walk to the assembly point are asked to keep children with their group and take direction from the room leader/responsible person to ensure children can be accounted for as quickly as possible.

### PROCEDURE FOR CENTRE LOCK DOWN

Lockdown procedures are designed to secure staff and children in the case of potential threats such as:

- Toxic spills
- Dangerous Persons
- Any external threat to the building

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- 1) Stay calm- consider an appropriate game/activity away from the windows
- 2) Lock all doors and windows and close shutters if required
- 3) Guide all children and staff to a designated space
- 4) Stay close to the floor, encourage children to do the same
- 5) Phone 999 for emergency assistance as appropriate

### Lock Down Alarm Procedure

1) The Responsible Person in charge will sound the whistle or make an announcement, examples as follows:

“This is a LOCK DOWN”

“This is not a fire drill”

- 2) Staffs are asked to communicate the threat in a child sensitive manner.
- 3) If children are outside, staff should endeavour to move them inside as quickly as possible.

### Staff Responsibilities

- Responsible Person in charge should contact Police and follow their instructions.
- Staff who are not directly involved in the lock down or are without children to supervise are to liaise with emergency services- only if it is safe to do so.
- Staff must check their roll books to ensure all children are present. Any absences must be reported to the Responsible Person as soon as it is safe.
- Staffs are to close and lock all doors and windows, turn the lights off and ensure children are kept below the window level.
- All staff, children and anyone else present will remain in the locked room/s until an “All Clear” announcement is made by Responsible Person.