

An **emergency evacuation** is an immediate and urgent movement of people away from a threat or actual occurrence of a hazard e.g., fire, approaching weather system etc.

A **lockdown** is action taken when there is a perceived or imminent threat to the life, safety or wellbeing of children and adults from an internal or external source. Children, staff, and visitors must stay within nominated lockdown area. An imminent threat may include extreme weather, a toxic/chemical spill, a dangerous and/or threatening person/animal or an unidentified external disturbance.

### Emergency evacuations or lockdowns

- Alarm/warning is sounded by the person who has identified an emergency or threat.
- Remain calm and provide reassurance.
- Complete a visual check of all areas, cupboards and storage rooms for children and adults.
- Nominated persons assist with evacuating babies, toddlers, and children/adults with restricted mobility.
- Nominated persons collect:
  - Mobile phone (C&K will reimburse any costs associated with the use of personal mobiles in the event of an emergency at a branch centre)
  - Child attendance records i.e., completed Kidsoft roll report
  - Staff attendance records i.e., staff time sheets or Easy Employer report
  - Visitor attendance records i.e., Visitor and Contractor sign in log(s) or Kidsoft Visitor Log Report  
*Log onto Kidsoft to access Visitor Log Report OR telephone C&K Service Support 07 3513 2531 to obtain a list of current centre visitors still showing as active at the Centre. Conduct a visitor 'roll call' and 'head count'.*
  - Child and adult medication including emergency anaphylaxis and asthma medication
  - Emergency bag(s)
- Complete 'roll call' and 'head count' against child, staff, and visitor attendance records.
- Immediately notify/phone Emergency Services (000). Notify if any persons are unaccounted.
- Immediately notify/phone Early Childhood Education Manager/Committee.
- If in lockdown and if safe to do so, lock external doors/windows and close blinds/curtains. Do not open door or let others into the building during lockdown.
- In consultation with C&K Management/Committee:

Lockdown	Evacuation
<ul style="list-style-type: none"> <li>• Place sign on entry door. For example: <i>'To ensure children's safety, our centre is currently in lockdown. For your safety, do not attempt to enter the building. Move away from the building'. Emergency Phone XXXXXXXXXX or XXXXXXXX (Urgent calls only)</i></li> <li>• Early Childhood Education Manager/Committee to arrange email/SMS communication to families. For example: <i>'To ensure children's safety, &lt;insert centre name&gt; is currently in lockdown. Please wait for updates.'</i></li> </ul>	<ul style="list-style-type: none"> <li>• Place sign on entry door. For example: <i>'To ensure children's safety, we have evacuated the building and have moved to our assembly point. For your safety, do not attempt to enter building. Move away from the building. If known, go to assembly point'. Emergency Phone XXXXXXXXXX or XXXXXXXX (Urgent calls only)</i></li> <li>• Early Childhood Education Manager/Committee to arrange email/SMS communication to families. For example: <i>'To ensure children's safety, &lt;insert centre name&gt; has evacuated the building. Please wait for updates.'</i></li> </ul>

- Remain at evacuation assembly point/lock down area until advised by Emergency Services.
- When safe and practical to do so, notify the local regulatory authority and complete a *Child Incident Record* and notification as per *Child Incident Reporting Procedure*.
- Consider the emotional wellbeing of children, staff, and parents/guardians and (if required) offer Employee Assistance Program (EAP) to employees.

### Post Major Emergency

- Follow the *Major Emergency Response Protocol*.
- Upon approval of the Early Childhood Education Manager (ECEM)/Committee AND prior any staff entering the premises, the Director or Responsible Person in Charge (RPIC) to complete [Post Emergency Clean-up Checklist](#).

### Staff Responsibilities

- Read, understand, and follow site emergency procedures and protocols. Be aware of how an alarm is raised and the location of exits, fire-fighting equipment, evacuation bags, keys for locked gates, assembly point(s) and lockdown location(s).
- Complete annual mandatory *C&K Fire Training*.
- Participate in emergency drills and when requested, contribute to drill evaluations.
- Keep emergency exits and exit paths clear.
- Assist the Director/Manager to implement responsibilities as outlined in this procedure including:
  - Completing 1 evacuation drill AND 1 lockdown drill is completed, documented and evaluated every 12 weeks. The 12-week timeframe includes term breaks and end of year closure periods.

### Director or Responsible Person in Charge/Manager Responsibilities

- Ensure children, staff and visitors are familiar with site emergency procedures and protocols including how an alarm is raised, exits, location of fire-fighting equipment, evacuation bags, assembly point(s) and lockdown location(s).
- Include site emergency protocols in staff induction (including casual staff) and family orientation activities.
- Ensure new staff (including long-term casuals) complete the *Fire and Evacuation Instruction Record* within 2 days of commencing work.
- Regularly discuss and review site emergency procedures and protocols at team meetings.
- Ensure staff know the location of and have access to keys for locked gates.
- Keep emergency exits and exit paths clear at all times.
- Send completed *Occupier Statement* annually to the Queensland Fire and Rescue Commissioner via mail ([QFES Community Safety Office](#)) or email [Occupier.Statements@qfes.qld.gov.au](mailto:Occupier.Statements@qfes.qld.gov.au).
- Maintain premises and grounds. When required, arrange for an external contractor via *Maintenance Request* (branch) to clear gutters drains/downpipes, maintain gardens and remove excess flammable material/rubbish and old/broken furniture and equipment.

### Emergency Folder

#### Director or Responsible Person in Charge/Manager:

- Maintain a Fire/Emergency Folder and keep in a secure location. Scan and upload documents to Kidsoft under Service Documents **annually**. Scan folder contents as a single PDF document i.e., do not scan and post each folder document separately. Folder contents include:
  - Completed *Fire and Evacuation Plan Form*
  - Completed *Lockdown Plan Form*
  - Site Emergency Evacuation Diagram
  - A copy of the *Fire Safety Installation Checklist* (*Building Fire Safety Regulation 2008*).
  - Site specific emergency risk assessments
  - *Emergency Drill Evaluation Record Forms*
  - Certificate of classification exemption letter (government owned buildings only).
  - Completed and signed *Occupier Statement Form*
  - *Fire and Evacuation Instruction Records*
  - Staff fire equipment/emergency training records
  - Emergency equipment testing/maintenance records
  - Building approval documents
  - Queensland Fire Emergency Services inspection records (if any)

### Emergency bags

#### Director or Responsible Person in Charge/Manager:

- Ensure an emergency bag is accessible and located near an emergency exit. Emergency bag contents include:
 

◦ emergency contacts (children and adults)	◦ copy of medical management plans
◦ bottle of water	◦ wipes
◦ disposal cups	◦ nappies (if applicable)
◦ sunscreen	◦ tissues
◦ gloves	◦ long life food (e.g., crackers) - monitor expiry dates
◦ keys for locked gates	
- Determine the appropriate number of emergency bags required for usual number of children in attendance.

## Emergency risk assessments

### Director or Responsible Person in Charge/Manager:

- As per Regulation 97, identify and risk assess for potential emergencies relevant to your centre's location e.g., if in a flood prone area, complete a risk assessment for a flooding event. Refer to the [Emergency Risk Assessment Template](#) and adapt to reflect your centre context.

## Emergency Evacuation Plan

### Director or Responsible Person in Charge/Manager:

- Document a [Fire and Evacuation Plan](#) and a [Lockdown Plan](#) including specific actions for the safe evacuation and lockdown of persons with restricted mobility and the role/position title of the person(s) responsible.
- Where a centre is located on school grounds, review [Fire and Evacuation Plan](#) and [Lockdown Plan](#) annually with appropriate school personnel. Detail communication strategies between centre and school during an emergency. Practice a combined drill (centre and school) at least annually.

## Emergency evacuation diagrams

### Director or Responsible Person in Charge/Manager:

- Display an emergency evacuation diagram near each designated emergency exit. Laminate, correctly orientate and securely attach using screws or strong double-sided tape.
- Diagram must clearly outline evacuation routes, emergency assembly point(s), firefighting and first aid equipment.
- When choosing an emergency assembly point, consider the distance from the building, possible hazards (e.g., roads, fenced boundaries) and access for all (e.g. cot or wheelchair access). Identify an alternate assembly point in the event the primary location is unsafe.
- Branch centre: To make a change to an emergency evacuation diagram:
  - Email [facilities@candk.asn.au](mailto:facilities@candk.asn.au) a scanned copy of current diagram, with handwritten notes of proposed changes.
  - Once updated, the Facilities Team will return via email.
  - Director to notify the Facilities Team (via [facilities@candk.asn.au](mailto:facilities@candk.asn.au)) that the new plan is accurate.
  - Display immediately, and promptly communicate changes to children, staff, families and visitors. Update staff induction and family orientation materials.

## Emergency drills

### Director or Responsible Person in Charge/Manager:

- Complete, document and evaluate (via [Emergency Drill Evaluation Record](#)) at least 1 evacuation drill AND 1 lockdown drill every 12 weeks. The 12-week timeframe includes term breaks and end of year closure periods.
- Schedule emergency drills via [Emergency Drill Annual Schedule](#) and display in the office and/or staff room. Centres may choose to set reminders via Outlook or Kidsoft.
- Do not take children offsite to an external assembly point without obtaining prior written parent permission for each drill.
- Promptly inform parents/guardians a drill has been completed.
- Vary drill days to ensure all children, staff and regular visitors are familiar with emergency procedures and protocols.
- Centres may choose to [Identify and reflect upon emergency drill trends](#).

## Lockdown protocols

### Director or Responsible Person in Charge/Manager:

- Document lockdown protocols via the [Lockdown Plan](#). Identify designated lockdown area(s), staff responsibilities and a specific "code word" for lockdown emergencies.
- Depending on threat type and the length of lockdown a lockdown location may vary e.g., a snake in the playground, threatening person.
- When possible, ensure the lockdown area allows easy access to kitchen, bathroom, and nappy change facilities. Otherwise, consideration must be given to water supply, food and toileting. The lockdown area should be:
  - Away from external windows/view of the potential threat and have a secondary exit point (when possible)
  - Well ventilated
  - Clear of clutter/hazards
  - Large enough to be fully occupied i.e., max. number of children and adults.

## Fire and emergency equipment

- Fire and emergency equipment must be serviced and tested by an approved fire contractor in line with Australian Standards. Fire and emergency equipment at branch centres is serviced by Wormald. Wormald maintenance reports are kept by the Facilities Team. Request copies via email [facilities@candk.asn.au](mailto:facilities@candk.asn.au).

## Inspections completed by Queensland Fire and Emergency Service (QFES)

- All centres are strongly encouraged to contact their local QFES to request an annual inspection.
- QFES are legally entitled to conduct inspections to ensure fire and emergency evacuation procedures are compliant. QFES will provide prior notice of an impending inspection.
- If items of non-compliance are identified, inform your Early Childhood Education Manager/Committee. Address non-compliance items within QFES timeframes.

## Early Warning Network Forecasts

- The C&K Facilities team will forward forecasted emergency event warnings (e.g., cyclones, storms, flood, fire, and heat) from the *Early Warning Network (EWN)* to the C&K Emergency Management Committee and Regional Manager(s) will forward warnings to relevant centre Directors.
- If applicable, the Facilities Team will appoint contractors to remove/re-install shade-sail at branch centres. This task must not to be completed by staff.

## Acknowledgements and references

- *The QLD Fire and Rescue Service Fire Management Tool for Owners/Occupiers* - <https://www.qfes.qld.gov.au/buildingsafety/documents/FSMT.pdf>
- *Building Fire Safety, Management tool and Advisory Notes* <https://www.qfes.qld.gov.au/buildingsafety/documents/FSMT.pdf>