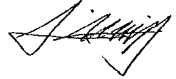
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: EMERGENCY PROCEDURES		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA aims to provide an environment that provides for the safety and wellbeing of the children at all times. All children and staff will be aware of and practised in, emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence procedures will be immediately undertaken.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Critical Incident Policy
- 3.2. Occupation Health and Safety Policy
- 3.3. Safe Environment Policy

4. Responsibilities & Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A principles
- 5.3. OH&S
- 5.4. Australian Standards


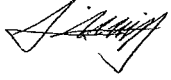
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

PROCEDURES

Emergency Evacuation

- Emergency evacuation procedures will be clearly displayed near the main entrance and exit of each room used by the centre.

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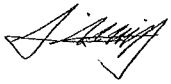
- All staff, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the centre. Staff will make arrangements as to duties undertaken in the absence of other staff.
- Children and staff will practice the emergency procedure at least once per month, in all types of care, before school, after school and once a week in vacation care. Emergency Evacuation procedures should be done at a variety of times and days etc.
- Drills will be conducted more regularly when there are new children.
- Parents will be informed of the procedure and assemble points in their orientation packet.
- No child or staff member is to go to their lockers or bags to collect personal items during an emergency evacuation. This would lead to confusion and delays.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Staff will be instructed in their operation.
- Staff will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety and they feel confident to operate the extinguisher and all the children have been evacuated from the room.
- The centre will install and maintain a fire blanket and smoke detectors. Smoke detectors should be checked twice a year.
- Staff should be aware of bush fire danger and have appropriate training on the necessary procedures.
- The NSW Fire Brigade Child Safety Unit should be contacted for advice and training on fire safety.

The evacuation plan will include:

- Routes of leaving the building suitable for all ages and abilities. These should be clearly mapped out.
- A plan of where the fire extinguishers are located displayed in a public place.
- A safe assembly point away from access of emergency services.
 - An alternative assembly area in case the first one becomes unsafe.
 - List of items to be collected and by whom.
 - List of current emergency numbers.
 - Staff duties in the emergency.

Staff members will be nominated to:

- Make the announcement to evacuate, identifying where and how.
- Collect children's attendance records and parents, contact numbers.
- Collect emergency services numbers.
- Make the phone call to 000 or other appropriate service, management and parents as required.
- Collect the emergency evacuation bag with all the relevant equipment and details inside.
- Check that the building and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire.
- Supervise the children at the assembly area, and take a roll call of children. Staff should be aware of any visitors.
- When emergency service arrives the Co-ordinator will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.

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- o No one should re-enter the building until the officer in charge has said it is safe to do so.

Emergency procedures

In the event of abusive or threatening phone calls, bomb threats, armed hold-ups, harassment and threats of violence and lock down the following procedures should be adhered to.

Abusive or threatening phone calls

- o Try to calm the caller by acknowledging their feeling of frustration. Ask them to explain their needs in a civil manner to enable you to provide help and guidance.
- o If behaviour continues, hang up, notify the co-ordinator / manager immediately and complete a written report of the incident.
- o For each call received, keep a log of the time, duration, details of the conversation and caller details.

Bomb threats

- o Take every threat seriously.
- o Remain calm – try to record the exact wording of the caller and any distinctive background noises which might help identify the source of the call.
- o Ask questions to find out bomb location, appearance and detonation time.
- o Report the incident to the police and your co-ordinator / manager immediately. Then evacuate the area in accordance with the centres emergency evacuation procedure.


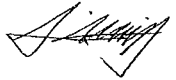
Armed hold-up

- o Stand still, keep hands where they can be seen and avoid sudden movements
- o Be submissive and obey the offenders instructions exactly
- o Ask if the children can leave the room or move to the back of the room out the way
- o Remain quiet and speak only when spoken to
- o Do not draw attention to yourself or provoke the offender
- o Avoid direct eye contact
- o If it is safe to do so, mentally note the offenders physical appearance and speech
- o Allow the offender to leave – do not chase
- o Summon help, contact co-ordinator / manager and call police
- o Immediately seal off area, lock entrances to prevent offender from re-entering
- o Ask witnesses to remain on site.

Harassment and threats of violence

If a person / s known or unknown to the service, harasses or makes threats to children or staff at the centre, or on an excursion, staff will:

- o Calmly and politely ask them to leave the centre or the vicinity of the children.
- o Be firm and clear and remember that your primary duty is to the children in your care
- o If the person refuses to leave, explain that it may be necessary to call the police to remove them.
- o If they still do not leave, call the police.
- o If the co-ordinator is unable to make the call, another staff member will be directed to do so.

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- o Where possible, staff will calmly move the children away from the person
- o No staff member is to try to physically remove the unwelcome person, but must try to remain calm and keep the person as calm as possible and wait for the police.
- o Staff should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the centre.

Lock down

In the situation of outside danger to children and staff:

- o The co-ordinator or next in charge if the co-ordinator is absent will sound the whistle or hooter. (as per emergency procedure)
- o Children and staff to immediately proceed indoors where children are to assemble and staff to call roll
- o Windows and doors are to be locked and blinds rolled down.
- o Co-ordinator to ring emergency service 000 or police.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

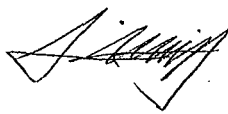
I endorse the Emergency Procedures Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009

EVACUATION PROCEDURES

1. THREE WHISTLE BLOWS signal emergency/evacuation. Whistle hanging on cupboard in kitchen.
2. Stop what you are doing IMMEDIATELY and assemble the children near the closest exit. Staff member should raise one hand in the air to show where they are.
3. Staff member to collect first aid box and calmly walk children through the open door and proceed towards the assembly point.
4. Coordinator to collect Phone, Enrolment folder from the office and the Roll.
5. Coordinator to check room for children and close all doors. Move to a safe area and call emergency services on 000. Details of the emergency and the closest cross street should be given.
6. Assemble the group and keep the children calm.
7. Mark the roll and conduct a head count.
8. Check for injuries and apply first aid where necessary.
9. If participants are missing and the area is safe, search for missing persons. Do not leave children unattended.
10. Ensure any child who is being taken home by a parent/guardian is marked off the roll.
11. You will be notified by the fire warden when safe to re-enter the premises.

ONCE ALARM HAS BEEN SOUNDED

COORDINATOR SHOULD Collect the phone, enrolment folder and the roll. Check the room for children, close all doors and call emergency services. OH&S officer must be contacted in case of emergency.

ASSISTANT SHOULD Collect the first aid kit. Stand at closest exit with arm raised in air, walk children to the assembly point.

CASUAL SHOULD Help assistant supervise children

CHILDREN SHOULD STOP IMMEDIATELY, WALK to the exit doors and follow instructions from staff.

PARENTS SHOULD Ensure that contact numbers are up to date.



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strong **FAMILIES** strong **COMMUNITIES**

Campbelltown City YMCA Emergency Procedures

Emergency Telephone Numbers

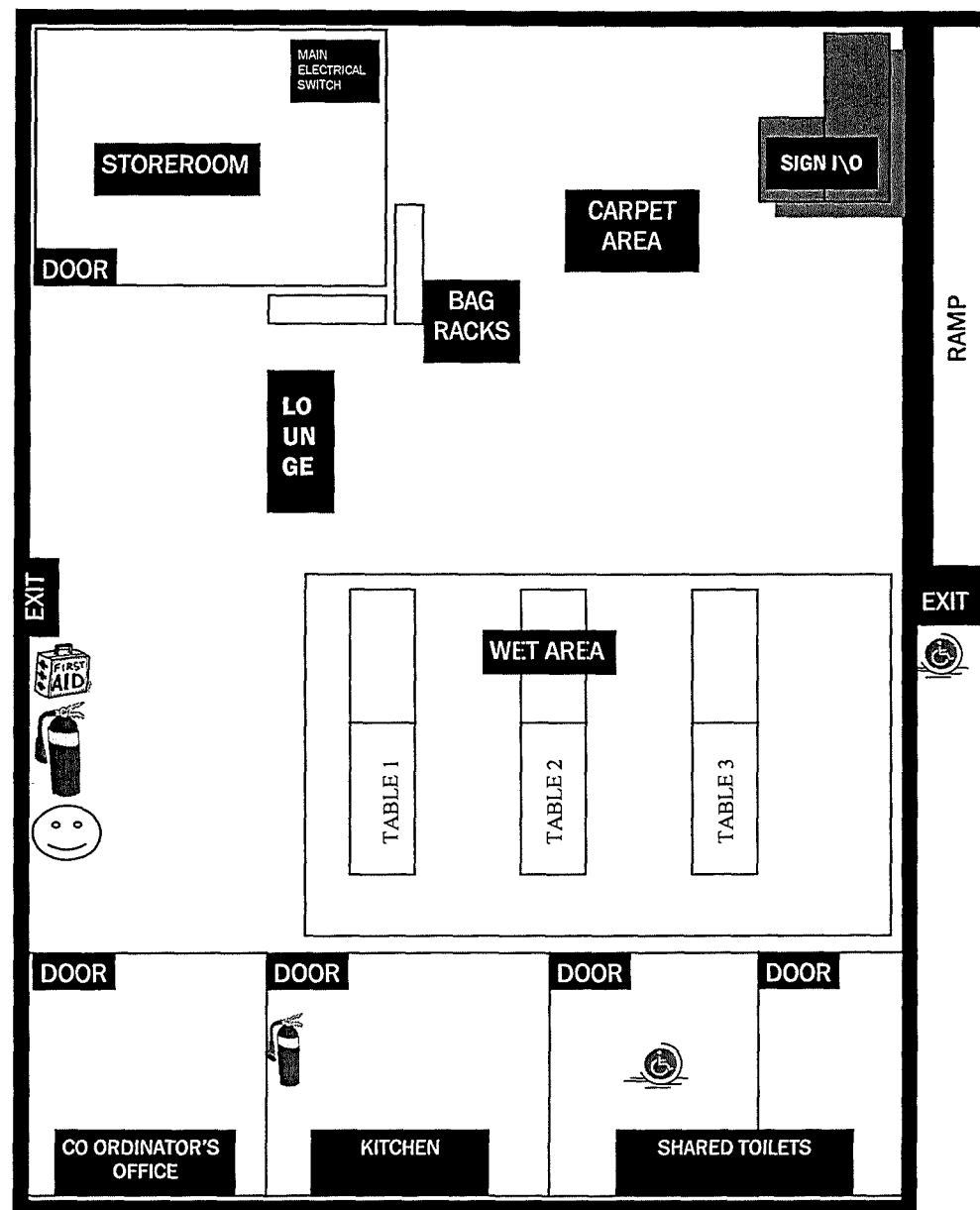
Police, Fire and Ambulance **000**





Address: YMCA Building
Sackville Street Primary
Sackville Street
Ingleburn 2565

Nearest cross street
Cumberland Road

Manager	0412103370
OH&S officer	0431384436
Poisons Information	131 126
Ingleburn Medical Center	9829 2900
Macquarie Fields Police	9605 0499
NRMA Road Service	131 111
Electricity emergency	13 13 88
Gas emergency	13 19 09
Water emergency	13 20 90
Campbelltown hospital	4625 9222

YOU ARE HERE! Look for this symbol



-  = Fire Extinguisher
-  = First Aid Station
-  = Disabled Access
-  = Fire Exit



We build strong **PEOPLE**

strong **COMMUNITIES**



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

YMCA of Sydney

Complete:
November

Emergency Evacuation Summary Report

Procedure

1. Collect all completed Emergency Evacuation Drill Records
2. Complete the summary report as required and file accordingly

<i>Number</i>	<i>Date</i>	<i>Number of participants in attendance</i>	<i>Number of staff in attendance</i>	<i>Signed by Safety Officer</i>	<i>Any recommended follow up from Emergency Evacuation Fire Drill</i>

N.B. Follow up action required may include a report to the council or other such as a Hazard Identification report or Identified Risk Assessment and if there is this needs to be recorded and included in this summary