

# EMERGENCY MANAGEMENT POLICY



## INTRODUCTION

Evacuation may be required in the event of a fire, chemical spill, bomb threat, earthquake, gas leak, flood, cyclone or bushfire. Planning for and responding effectively to fire and emergency evacuations is important to ensure the safety of all children and adults in the School. Safety and the avoidance of smoke inhalation, or deaths, depend on speed without panic.

## AIM

To ensure the safety of all children and adults in the event of a fire, bomb threat or spillage/leakage of any hazardous material.

## IMPLEMENTATION

### 1. Evacuation Drills

School evacuation drills are important and are to be treated as real emergencies in all cases. All educators are to be involved in practicing emergency procedures once each school term so that they and all the children are prepared to evacuate confidently, speedily and without panic. Each child must experience a drill at least once per term in the morning and afternoon sessions.

Evacuation drills should occur without warning, at varying times of day and should be signaled by an alarm easily identifiable by all- the bell used to call attention. Having assembled outside, the roll will be called if able and the group will proceed to a designated off-site assembly point.

The Principal is required to ensure:

- a) that a record of each practice and of its evaluation is kept for two years (see Appendix 1); and
- b) that all families are aware of the location of the chosen off-site assembly point.
- Written emergency evacuation procedures are to be clearly displayed in each classroom & at each main exit. See Appendix 2 for the North Balgowlah site procedures, and Appendix 3 for the North Head site procedures.
- Responsibilities for each staff member are to be clearly defined.
- Induction is to be provided for all permanent staff, casual staff and volunteers.
- A simple floor plan has been prepared which indicates exit paths, location of doors, fire extinguishers and assembly areas for each site. See Appendix 4 for the North Balgowlah site floor plan, and Appendix 5 for the North Head site plan. Appendix 6 contains the Sydney Harbour Trust's evacuation plan for the North Head Sanctuary, within which the school's North Head site is situated

### 2. Fire Education for children

The children are to be made familiar with:

- i) the STOP-DROP-ROLL procedure for persons catching alight;
- ii) the notion of crawling out of an area through exits, keeping as low as possible, as the air is cleaner and cooler at floor level; and
- iii) fire hazards and preventative measures.

### 3. Fire - Precautionary Measures

- Smoke detectors are installed adjacent to the kitchen and storeroom at the North Balgowlah site, and in all rooms at the North Head site. The Principal is to ensure that batteries are replaced every six months to ensure they are in good working order.
- A diagram of the building, showing exit doors, and the location of fire-fighting equipment is to be displayed at illuminated exits, likewise a summary of emergency evacuation procedures.
- Fire Brigade and other emergency numbers are to be clearly displayed near the telephone.
- All doors forming part of exit are to be readily operable at all times without a key and by single hand action.
- The required exit doors must swing in the direction of exit travel from the building and should be clearly labeled by an illuminated exit sign with an independent power source.
- No obstruction should be allowed to occur which affects the use of any exit or escape path.
- Electrical installations must conform to the requirements of the current S.A.A. Wiring Code.
- Power boards are not to be overloaded.
- Power outlets within children's reach are to be fitted with appropriate safety devices when not in use.
- Rubbish is not to be stored next to the building.
- A 'No Smoking' policy is to be observed within the building at all times.
- All staff members are to know the location and operation of fire fighting equipment.
- The Principal is to ensure that the children's attendance record book contains current, correct parent contact

details at all times.

#### 4. Fire Extinguishers and Fire Blankets

A carbon dioxide extinguisher - safe for electrical fires and flammable liquids, an extinguisher for general use and a fire blanket have been installed at the North Balgowlah site. Carbon dioxide extinguishers and a fire blanket have been installed at the North Head site. Water hoses must be kept attached to mains taps with nozzle when not in use.

All staff are trained in the use of fire extinguishers at least every two years or as extinguishers need to be replaced.

The Principal is to ensure that this fire protection equipment is tested/checked, in accordance with AS 1851.1 -1995 for Level 1 Service and kept in proper working condition. (Note: In this clause AS 1851.1 means the standard published by Standards Australia under the title "Maintenance of Fire Protection Equipment, Part 1: Portable Fire Extinguishers and Fire Blankets", and numbered AS 1851.1- 1995, as in force from 1st August, 1996).

### 5. IN THE EVENT OF AN EMERGENCY

#### 5.1 North Balgowlah Site:

- The person who discovers the fire should sound the alarm and ensure the Responsible Person and the Administration team (office staff) has also been notified.
- The fire should be contained where possible by closing doors.
- The Teacher should calmly direct the children to leave their activities and walk to the first educator at the door, so the group can proceed outside the gate for roll call.
- The second educator collects the attendance register which includes contact details and emergency number and information, the list of variation in pick-ups and a mobile phone if possible before proceeding to the gate. No baggage, equipment or similar is to be taken when vacating.
- The office staff will collect the child attendance sign in records, staff timesheet, visitor register, mobile phone (with emergency services and Chairman of The Board numbers stored in the contact list, emergency evacuation backpack.
- The Responsible Person checks the classroom, kitchen, storeroom and alcove as possible to ensure no one remains as well as deal with any animal care that may be required and possible.
- The Responsible Person then joins the group. Before walking to the designated off-site assembly point, the attendance register should be checked to determine whether evacuation has been complete. If unable to account for someone the fire brigade should be informed on arrival.
- The Responsible Person contacts a Class Parent so that they can advise other families of the emergency.
- The Responsible Person contacts the school Principal who in turn depending on the emergency will then contact the Chairman of the school Board.
- No person is to re-enter the building unless authorised to do so by the Responsible Person or the Fire Brigade.
- The Farmhouse Montessori School at North Balgowlah is in the NSW Fire Brigade's area covered by the Manly-Warringah Fire Station.

#### 5.2 North Head Site:

- The person who discovers the fire or other emergency should sound the alarm and notify the Primary Teachers (Fire Warden 1), the PA (SHT Fire Warden Co-Ordinator) or their substitute (Fire Warden 2), and any other educators on site.
- Any fire should be contained where possible by closing doors.
- The Teachers (Fire Warden 1) should collect the gate key for the West Wing, pick up the class attendance register (which includes contact details, emergency numbers and information), the list of variation in pick-ups, and a mobile phone, calmly direct the children to leave their activities, and walk slowly with them to the nominated or nearest safe exit. No baggage, equipment or similar is to be taken when vacating.
- Fire Warden 1 is to direct and walk with the children via the nominated safe exit to the nominated assembly area or such other assembly point as directed by the duty Harbour Trust Ranger. The duty Harbour Trust Ranger is the North Head Sanctuary's site Duty Warden, and their instructions and directions take precedence. Fire Warden 2 (Classroom Educators) are to ensure no one remains in toilets music room or library; to shut all doors and windows; to leave building using nearest safe exit; No baggage, equipment or similar is to be taken when vacating. If no P.A/ office staff on site Fire Warden 2 (classroom educator) will take over the position of the Fire Warden 1 position in the West Wing and the Fire Warden 1 will then setup and act as the SHT co-ordinator.
- If possible and where safe to do so, is to then collect the child emergency contacts card box, staff timesheets,

visitor book, mobile phone (with emergency services and President's numbers stored in the contact list), emergency evacuation backpack and keys; check all rooms for occupants and make sure they leave the building through the appropriate exit, ensuring no one remains; shut all doors and windows behind them; leave the building through the nearest safe exit; dial triple zero; notify the duty Harbour Trust Ranger of the nature of the emergency, and act as coordinator for any instructions or directions; roll call children, staff and visitors at the assembly point; notify the Principal and a Class Parent, so that they can advise other families of the emergency. No baggage, equipment or similar is to be taken when vacating.

- If possible to follow on at the rear of the class line.
- If the Fire Wardens are unable to account for someone, the fire brigade should be informed on arrival.
- No person is to re-enter the building unless authorised to do so by the Head of Primary or their deputy, or the Fire Brigade.
- The Farmhouse Montessori School at North Head is in the NSW Fire Brigade's area covered by the Manly-Warringah Fire Station.

As part of our ongoing management and mitigation of risk with regards to emergency exits and emergency lighting, the following routine actions will take place:

- A monthly **'flick test'** will take place which will involve the power being cut momentarily to check if the device is fully functional during a blackout. Any devices showing no power or light will be replaced immediately.
- An annual **'detachment test'** will take place which involves testing emergency lighting over a sustained period (90 – 180 minutes) analysing battery charge during blackout scenarios. Again, any devices with faults will be replaced immediately.
- During a time where faults have been observed with certain devices and parts or labour are being sourced, risk assessments and mitigation factors will be enforced to maintain safety and security of children and staff at the centre during any emergency situation.

The Sydney Harbour Trust currently organise the testing bi-annually of all emergency lights and exits lights at North Head and a Certificate of Compliance is issued to the school by SHT.

## 6. Emergency Evacuation Bag

This basic evacuation bag will contain:

- Small first aid kit
- Current School President phone number
- Current emergency contact lists for children and staff
- Child or staff medication e.g. EpiPen, Emergency Asthma Pack with ventolin
- List of child allergies and medical information
- Nappies(for North Balgowlah site only) and wet wipes
- Tissues, gloves, waterless hand sanitiser
- Sunscreen
- Pen and paper
- Plastic bags
- Instant ice
- Keys to building
- Emergency services number

## 7. Other Emergencies that may affect the Farmhouse Montessori School

For other emergencies which may affect this service, see Appendix 7 for the North Balgowlah site and Appendix 8 for the North Head site.

### LEGISLATIVE LINKS

Education and Care Services National Regulations 2011: 97,99(4)(d)(ii), 168  
Work Health and Safety Regulation 2011: Regulation 43  
National Quality Standard: 2.3.3

### LINKS TO OTHER POLICIES

Bomb or Chemical Spill  
Break In or Intruder  
Bushfire  
Lockdown / Lock Out

### SOURCES

NSW Fire Brigade  
Lindfield Montessori School  
Health and Safety in Children's Services: Model Policies and Practices 2003  
Australian Standard – Planning for emergencies in facilities – AS3745-2010

### REVIEW DATES

*Reviewed: June 2003*  
*Reviewed: January 2013*  
*Reviewed: March 2014*  
*Reviewed: June 12, 2014*  
*New Logo: Feb 2018*  
*Updated testing of lights August 2019*



# EMERGENCY EVACUATION EVALUATION

DATE : \_\_\_\_\_ TIME OF EVACUATION: \_\_\_\_\_

Type of Practice  Fire  Intruder  Lockdown/Lockout  Gas/Chemical Exposure  Other

School Site and Location Where Emergency Occurred: \_\_\_\_\_

1. Did person discovering the emergency alert the occupants? YES / NO

Comment \_\_\_\_\_

2. Was the appropriate emergency service notified promptly? YES / NO

Comment \_\_\_\_\_

3. Did staff direct children from the premises? YES / NO

Comment \_\_\_\_\_

4. Were isolated areas searched? YES / NO

Comment \_\_\_\_\_

5. Did the evacuation run smoothly and how long did it take to evacuate the premises? YES / NO

Comment \_\_\_\_\_

6. Did someone take charge? Who? \_\_\_\_\_ YES / NO

Comment \_\_\_\_\_

7. Did children and staff proceed to and stay in assembly areas? YES / NO

Comment \_\_\_\_\_

8. Was a roll call conducted? YES / NO

Comment \_\_\_\_\_

9. Were all staff including volunteers/students as well as parents present aware of what to do and the evacuation procedure?  
YES / NO

Comment \_\_\_\_\_

10. Was there an emergency contact number in the roll book for every child present? YES / NO

Comment \_\_\_\_\_

11. Did anyone re-enter the building before the all clear was given by the authorised person? YES / NO

Comment \_\_\_\_\_

## Comments and Evaluation/Changes needed for future planning:

**ITEMS IDENTIFIED:** \_\_\_\_\_

Person in charge: \_\_\_\_\_ Signature: \_\_\_\_\_

Person completing this form: \_\_\_\_\_

Signature \_\_\_\_\_

# EMERGENCY EVACUATION PROCEDURE: NORTH BALGOWLAH SITE



- STEP 1 **PERSON** discovering the emergency to raise alarm.  
Alert all classrooms and reception area to the nature of the emergency.  
Announce Code Red/Code Blue.
- ASSEMBLY POINTS**
- CODE RED** Area 1 BACK GARDEN GATE ➡➡ A2 SOCCER FIELD  
**CODE BLUE** Area 2 END OF FRONT PATH ➡➡ B2 PARK Cnr Bardoo Ave and Woodbine St
- STEP 2 Evacuate children and staff to nominated assembly area, as indicated on map.
- STEP 3 **Educator Ass** to direct children to walk to the exit door.  
**Teacher** collects roll and ensures children are heading towards the exit door.  
**Educator Ass** collects back gate key and leads children out of classroom.  
**Educator Outdoor** assists with children in outdoors to go to their class meeting Area A
- STEP 4 **Enrolment office/Admin Assistant** to collect attendance sign in book, staff sign in register, and follow children and meet at Area A  
**Enrolment office/Admin Assistant** to collect Evacuation Bag and meet at Area A
- STEP 5 **Responsible Person** to checks all classrooms, bathrooms, office areas, store rooms.  
Shut all doors and windows.
- STEP 6 Call Emergency Service 000.
- STEP 7 Roll call children, staff and adults in Area A and again in Area B.
- STEP 8 **ALL STAFF** to remain calm.  
**STAFF** to settle and comfort children.  
Wait for emergency service to arrive and take instructions from them, notifying them if someone is missing.
- STEP 9 **Responsible Person** to contact **class parent** to advise other families of the emergency.  
Depending on emergency **Responsible Person** to contact Principal who will then contact the Chairman of the School Board.
- STEP 10 **Everyone** must wait until all clear is given by the **Responsible Person** before returning to the building.

# EMERGENCY EVACUATION PROCEDURE: NORTH HEAD



## SITE-East & West Wing

**STEP 1 PERSON** discovering the emergency to raise alarm.(Emergency Alarm is also location on wall in office near evacuation maps) this will sound only in the Yani room and office (West wing). Emergency Alarm for the East Wing is located above the exit sign on wall near the door leading to the driveway under the arch.

Alert all classrooms, office, and communal areas to the nature of the emergency.

Announce **Code Blue/Code Red** and **Assembly Point**. First Assembly Point will always be Assembly point

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### ASSEMBLY POINTS

**CODE BLUE** Area 1 HALLWAY EXIT →→

① PARADE GROUND

**CODE RED** Area 2 CLASSROOM EXIT →→

② GRASS AREA NEAR TENNIS COURT

**STEP 2 PRIORITY:** to evacuate children, staff and visitors to nominated assembly area, as indicated on map in Schedule 6.

**STEP 3 TEACHER ONE (Fire Warden 1 East & West Wing )** to collect the gate key, class attendance register (which includes contact details, emergency numbers and information), list of variation in pick-ups and a mobile phone(if available), calmly direct children to leave their activities, and walk slowly with them to the nominated or nearest safe exit. No baggage, equipment or similar is to be taken when vacating.

**STEP 4 TEACHER ONE (Fire Warden 1 East & West Wing)** to direct and walk with the children via the nominated or nearest safe exit to the nominated assembly area **OR** such other assembly point as directed by the duty Harbour Trust Ranger. The duty Harbour Trust Ranger is the North Head Sanctuary's site Warden, and their instructions and directions take precedence.

**STEP 5 TEACHER TWO (Fire Warden 2 East & West Wing )** to ensure no one remains in toilets music room or library; to shut all doors and windows; to leave building using nearest safe exit; No baggage, equipment or similar is to be taken when vacating. If no P.A/ Principal on site TEACHER TWO on West Wing Side to also cover Step 6 (d & e), if possible to follow on from Teacher One at the rear of the class line.

**Note:** If not at sport or lunch to continue onto STEP 8 unless PA/Principal off site then TEACHER TWO on West Wing to continue on to STEP 7.(This applies to permanent staff only if we have a temp/casual Teacher One will do this roll.)

**SPORT TEACHERS ON SPORT DUTY-Teacher One** to escort all students to the evacuation point on the oval. If a student has been taken to the bathroom by **Teacher Two** they are to be escorted to the evacuation point and re-join class.

**LUNCH TEACHERS ON LUNCH DUTY – Teacher One** - to line students up and proceed to evacuation point **2**. **Teacher Two-** to sweep Yani class room, all bathrooms, library, music room & kitchen area.PA/Principal to sweep all areas again West Wing.

**STEP 6 Principal/P.A. (Office) (SHT Fire Warden Co-Ordinator) West Wing** to notify duty Harbour Trust Ranger of nature of emergency, and act as coordinator for any instructions or directions. Where possible and safe to do so:

a) Collect child emergency contacts details

e) Emergency evacuation bag (if in the office).

b) Staff timesheets & visitor sign in book

f) Check dining area & Kitchen for occupants and direct them to leave building through appropriate exit

c) Mobile phone

d) Building Keys

**STEP 7 Principal/P.A. (Office) (SHT Fire Warden Co-Ordinator)** to call Emergency Services on triple zero (000).

**STEP 8 TEACHERS ONE (Fire Warden 1 East & West Wing)** to roll call children, staff and visitors at assembly point.

**STEP 9 ALL STAFF** to remain calm, and to settle and comfort children.

Wait for duty Harbour Trust Ranger and/or emergency services to arrive and take instructions from them, notifying them if someone is missing.

**STEP 10 TEACHERS ONE (Fire Warden 1 East & West Wing)** to focus on observation, health and well-being of children, staff and visitors.

**STEP 11 Principal/PA (Office) (SHT Fire Warden Co-Ordinator)** to contact the Chairman of Board and advise what is going on (if deemed necessary). PA to contact **class parents** and ask them to advise other families of the emergency.

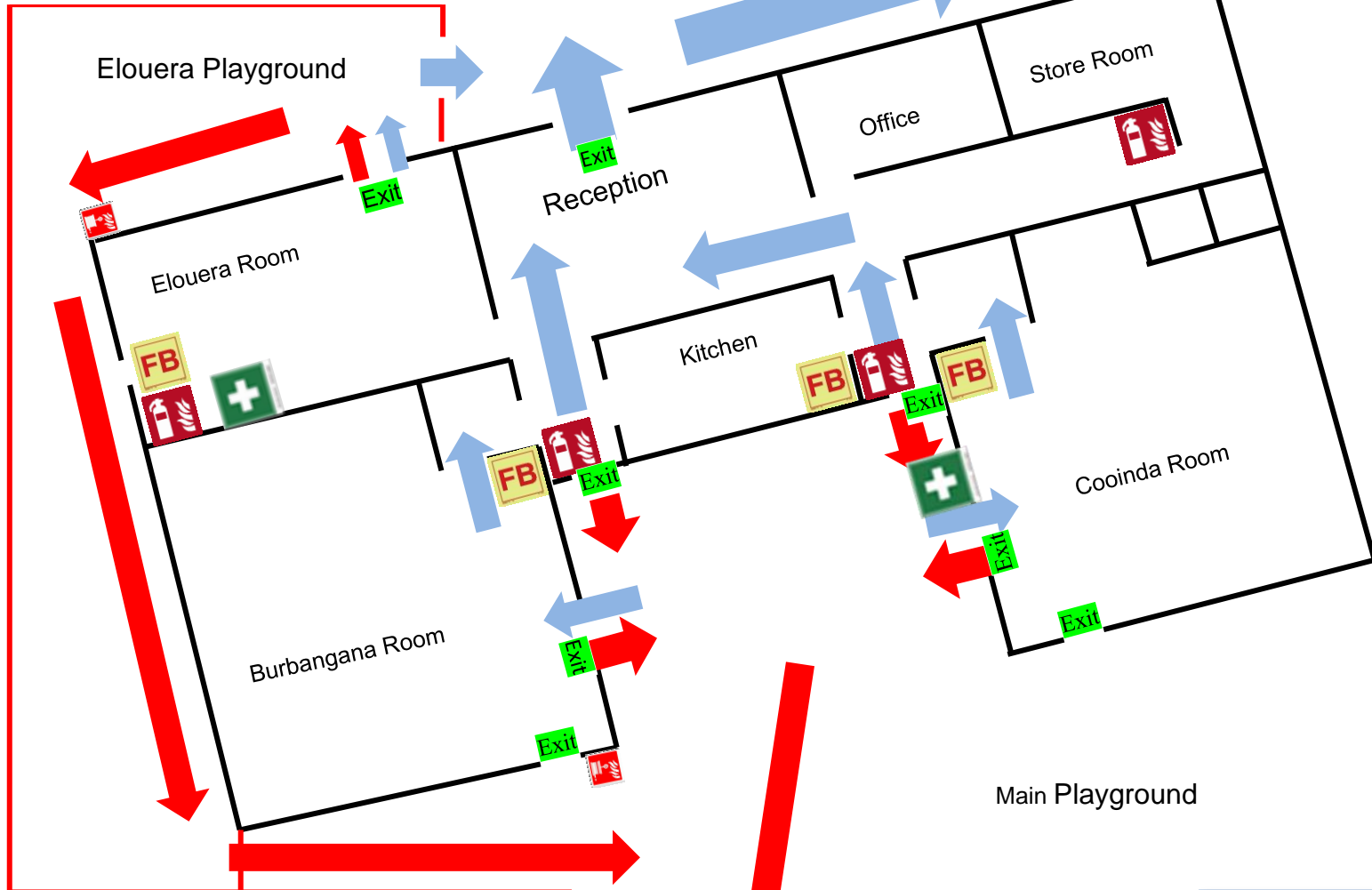
**STEP 12 TEACHER ONE (West Wing)** if PA/principal not on site. Teacher One to do Steps 6-to notify duty Harbour Trust Ranger of nature of emergency, and act as coordinator for any instructions or directions ,Step 7 and Step 11

*If whole site evacuation (This will be called by SHT or NSW Fire Department): Pick up area will be Manly Library. Staff will walk all children down the hill to this location After following STEPS 1-11.*

# EMERGENCY EVACUATION DIAGRAM

## Farmhouse Montessori School - North Balgowlah

**Area 2** – End of Front Path  
Proceed to Park at Cnr Bardoo Ave & Woodbine St.

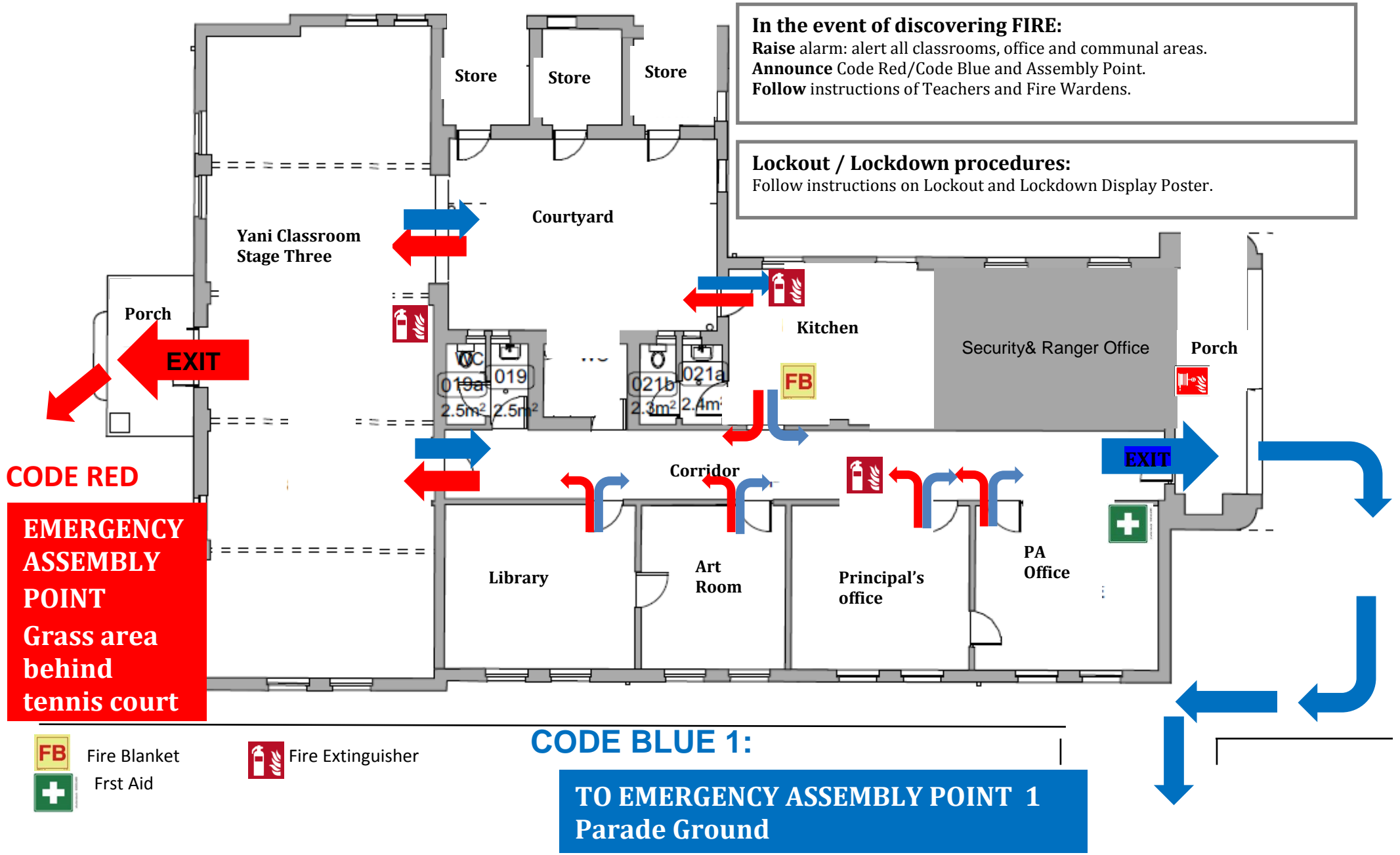


- Fire Extinguisher: CO2 & H2O
- Fire Blanket First Aid
- Water Hose

**Area 1** – Back Garden Gate  
Proceed to Primary school grounds

**LOCKOUT / LOCKDOWN**  
Follow instructions on Lockout and Lockdown Display Poster

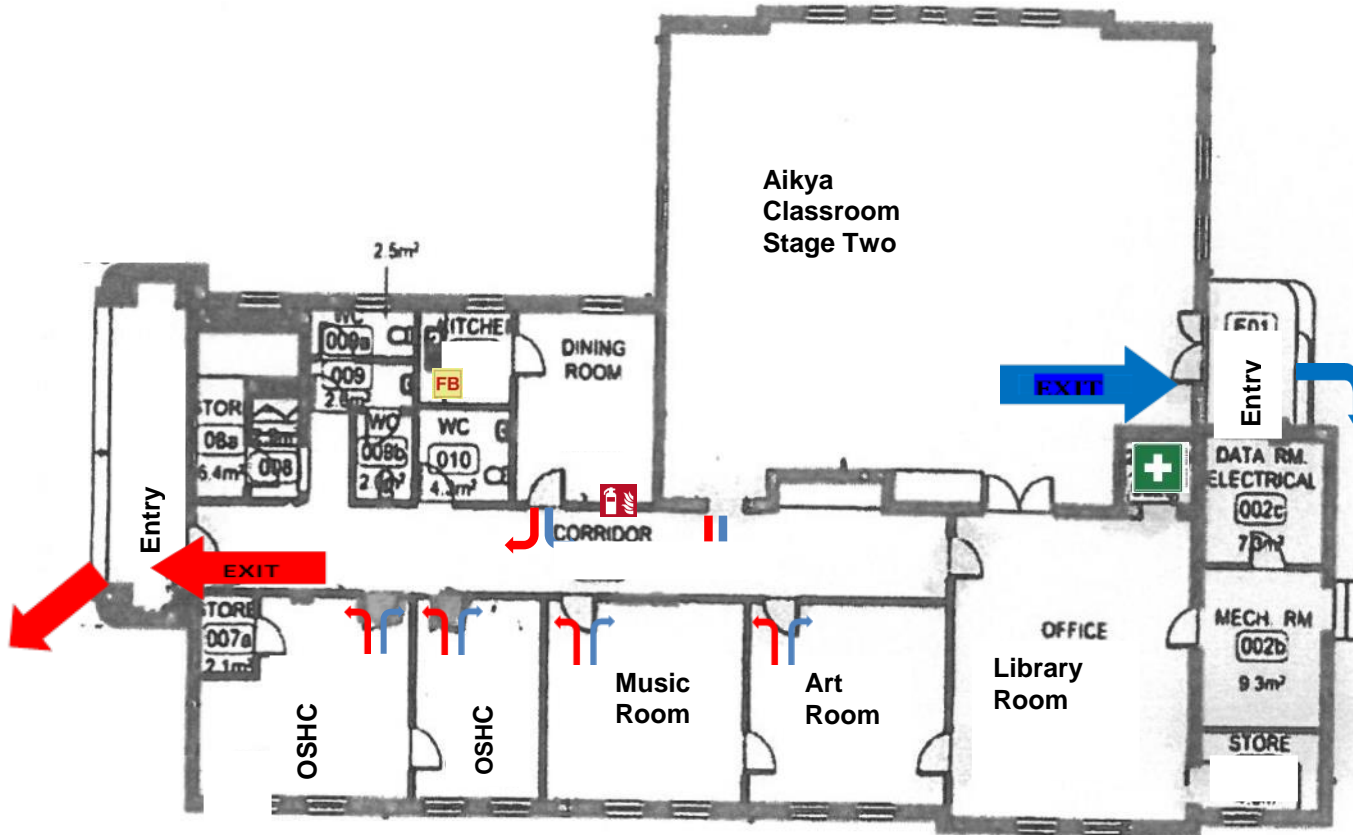
# EMERGENCY EVACUATION DIAGRAM: Farmhouse Montessori School - North Head-West Wing



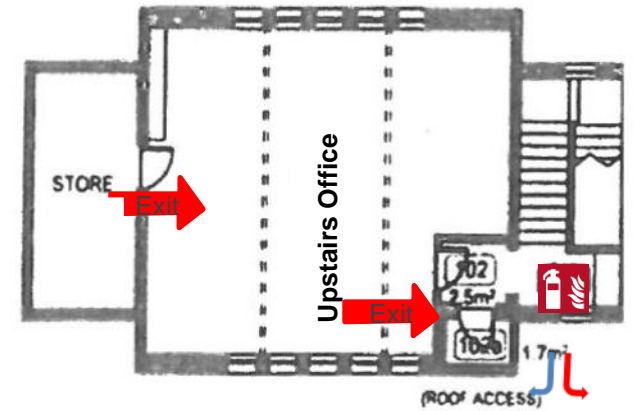


# EMERGENCY EVACUATION DIAGRAM: Farmhouse Montessori School - North Head-East Wing

## Main Floor –East Wing



## Upper Floor –East Wing



**In the event of discovering FIRE:**  
 Raise alarm: alert all classrooms, office and communal areas.  
 Announce Code Red/Code Blue and Assembly Point.  
 Follow instructions of Teachers and Fire Wardens.

**Lockout / Lockdown procedures:**  
 Follow instructions on Lockout and Lockdown Display Poster.

- Fire Extinguisher: CO<sub>2</sub> & H<sub>2</sub>O
- Fire Blanket
- Water Hose
- First Aid Station

**CODE RED**  
**EMERGENCY ASSEMBLY POINT 2**  
 Grass area behind Lower level tennis court

**CODE BLUE**  
**TO EMERGENCY ASSEMBLY POINT 1**  
 Parade Ground

## Appendix 6 Sydney Harbour Trust Emergency Evacuation Map



Emergency  
Evacuation-Appendix

## APPENDIX 7 - Procedures for Emergencies which may affect the Farmhouse Montessori School – North Balgowlah site



Type of Emergency	Procedure	Additional Procedures
Bomb Threat or Chemical Spill OFF Premises	Lockdown to your own classroom Room	Follow Bomb Threat or Chemical Spill Procedure.
Bomb Threat or Chemical Spill ON Premises	Area A1 – Back Garden Gate	Proceed to Area A2 – Soccer Field. Follow Bomb Threat or Chemical Spill Procedure.
Bushfire	Follow instruction given by Emergency Services	Follow Bushfire Procedure.
Dangerous Pests or Wildlife – snake, bees, wasps	Lockdown to your own classroom Room	Follow Lockdown Procedure. Contact Wires or Pest Exterminator.
Earthquake		If in building: <ul style="list-style-type: none"> <li>place children under tables.</li> </ul> If outdoors: <ul style="list-style-type: none"> <li>evacuate to Area A1 – Back Garden Gate</li> <li>proceed to Area A2 – Soccer Field</li> <li>keep clear of buildings – Do not enter damaged buildings.</li> </ul> Check for hazards – power lines, fallen trees. Check for injuries and treat. Turn off electricity, gas and water mains.
Fire in Laundry or Kitchen	Area A1 – Back Garden Gate	Proceed to Area A2 – Soccer Field.
Fire in Playground or Outdoor Classroom	Area B1 – End of Front Path	Proceed to Area B2 – Park @ Cnr Bardoo Rd and Woodbine St.
Gas or Chemical Exposure - Indoors	Area A1 – Back Garden Gate	Proceed to Area A2 – Soccer Field.
Gas or Chemical Exposure - Outdoors	Lockdown to your own classroom Room	Follow Bomb Threat or Chemical Spill Procedure.
Intruder at Front Door	Lockdown to your own classroom Room	Follow Lockdown Procedure.
Intruder in Playground	Lockdown to Elouera Room	Follow Lockdown Procedure.
Power Failure		Check safety switches in Elouera room. Determine if failure is centre based or covers local area. Keep children indoors if power failure is due to fallen lines nearby. Inform Electricity Australia that a preschool is affected. Determine length of power failure. Contact families to collect if more than four hours.
Tree Falling on Building	Dependent on location of fallen tree 1. Area A1 – Back Garden Gate or 2. Area B1 – End of Front Path	Check for fallen power lines . 1. Proceed to Area A2 – Soccer Field; 2. Proceed to Area B2 – Park @ Cnr Bardoo Rd and Woodbine St.

**APPENDIX 8- Procedures for Emergencies which may affect the Farmhouse Montessori School  
– North Head site**



Type of Emergency	Procedure	Additional Procedures and information
Bomb Threat or Chemical Spill OFF /not directly affecting Premises	Lockout	Follow Bomb Threat or Chemical Spill Procedure.
Bomb Threat or Chemical Spill ON/directly affecting Premises	Code Red exit – Classroom Exit.	Assembly Point 2 – Grass area behind tennis court.
Bushfire	Follow instructions given by Sydney Harbour Trust’s Duty Ranger or Emergency Services	Follow Bushfire Procedure, subject to Duty Ranger’s instructions, which take precedence.
Dangerous Pests or Wildlife – snake, bees, wasps	Lockdown	Follow Lockdown Procedure. Contact Wires or Pest Exterminator.
Earthquake		If in building: <ul style="list-style-type: none"> <li>place children under tables.</li> </ul> If outdoors: <ul style="list-style-type: none"> <li>evacuate to Assembly Point 2: Parade Ground;</li> <li>keep clear of buildings – Do not enter damaged buildings.</li> </ul> Check for hazards – power lines, fallen trees. Check for injuries and treat. Turn off electricity, gas and water mains.
Fire in Kitchen	Code Red exit – Classroom Exit	Proceed to Assembly Point 2 – grass area behind tennis court.
Fire in Playground	Code Blue exit – Hallway Exit	Proceed to Assembly Point 1 – Parade Ground.
Gas or Chemical Exposure - Indoors	Code Red exit – Classroom Exit	Proceed to Assembly Point 2 – grass area behind tennis court.
Gas or Chemical Exposure - Outdoors	Lockdown	Follow Bomb Threat or Chemical Spill Procedure.
Intruder at Classroom Exit or Hallway Exit	Lockdown to Hallway	Follow Lockdown Procedure.
Intruder in Playground	Lockdown to Hallway	Follow Lockdown Procedure.
Power Failure		Contact Sydney Harbour Trust’s Duty Ranger and Property Manager. Determine if failure is centre based or covers local area. Keep children indoors if power failure is due to fallen lines nearby. Inform Electricity Australia that a school is affected. Determine length of power failure. Contact families to collect if more than four hours.
Tree Falling on Building	Dependant on location of fallen tree 1. Code Blue exit – Hallway Exit; or 2. Code Red exit – Classroom Exit	Check for fallen power lines . 1. Proceed to Assembly Point 1 – Parade Ground; or 2. Proceed to Assembly Point 2 – grass area behind tennis court.