

# EMERGENCY ACTION PLAN



As part of our common practice, evacuation and lock downs drills are held regularly throughout the year. Children are involved in relocating to a safe assembly point or sheltering within designated areas indoors.

At all times, children and staff are accounted for and parent/emergency contacts are available for immediate communications. If an event arises which may adversely affect the children/staff on location, and requires an immediate response, the following actions will be implemented.

## Safety as Priority

- Educators will relocate children to a safe assembly point or sheltered within a designated area indoors.
- All children will be accounted for, medical bags, first aid and water bottles are pre-packed. During evacuations, emergency services will be called and on arrival will inspect the premises.
- Once the premises are deemed safe by emergency services, children will be returned to normal programming. A report is documented regarding the event.

## Communications

- In the event normal programming cannot be resumed, communications will be sent to parents with a request to pick up their children if safe and feasible within 1 hour.
- A notice alert will be sent via the Baringa facebook page, email, phone and sms.
- Excess staff will be sent home while maintaining necessary ratios for children remaining in the centre.

## Duty of Care

- If there are children left at the centre, further attempts of contact will be made with parents/emergency contacts within the first hour of the notice alert.
- Staff will continue to take duty of care of the children and follow advice from emergency services.
- If the premises must be evacuated, staff will relocate with the children and provide ongoing communication to parents/emergency contacts.
- Nominated Supervisor and Centre Director, Betty Lam is responsible for operations during such circumstances. In her absence, a Responsible Person or Person in Day to Day Charge will be designated (e.g. Educational Leader or Team Leaders). A report is documented regarding the event.

Baringa maintains a Bush Fire Plan and Risk Assessment. While the centre is not in a Bushfire Prone Area (BPA), parts of Spence and neighbouring suburbs of Fraser, Evatt and Melba have been identified as BPAs.

## For More Information

Contact Centre Director, Betty Lam  
at [admin@baringa.org.au](mailto:admin@baringa.org.au) or 6258 8891  
[www.baringachildcare.com/family-information](http://www.baringachildcare.com/family-information)

Baringa Early Learning Centre  
64 Baddeley Crescent, Spence ACT