

V7: STRUCTURAL AND ENVIRONMENTAL EMERGENCIES AND DISASTER PROCEDURES

PURPOSE

The purpose of this procedure is to protect children, staff, and visitors from harm in the event of a structural or environmental emergency or disaster. It provides guidance on how to respond to incidents such as building damage, floods, storms, wildfires, earthquakes, hazardous leaks, or security threats.

GENERAL EMERGENCY RESPONSE (ACCIDENTS AND INJURIES)

If medical attention is required during an emergency:

- Stabilise and comfort the child as much as possible.
- Contact the parent/guardian/caregiver immediately.
- Call an ambulance using the National Cell Phone Emergency number **112**, or your local ambulance service.
- If the child is transported to hospital before the parent/guardian/caregiver arrives, an adult should accompany the child. One adult must remain with the other children at the ECD programme.

SPECIFIC EMERGENCY PROCEDURES

Wildfires

- Evacuate immediately if instructed by authorities or if the premises are at risk.
- Relocate children to a safe area, away from smoke and flames.
- If safe, keep children indoors with doors and windows closed.
- Keep children and staff hydrated.
- Use clearly marked exits according to the emergency plan.
- The alerted adult should sound the alarm and lead the children out.
- If the fire is uncontrolled, call emergency services (112 or local fire department).

Earthquakes

- Indoors: Ensure children **drop, cover, and hold on** — get to the ground, cover their head and neck, and hold onto sturdy furniture.
- Outdoors: Ensure children move away from trees, buildings, and power lines, then drop and cover themselves on the ground.
- Stay in position until the shaking stops.
- Call emergency services if there are injuries.

Bomb Threats

- Stay calm and gather as much information as possible from the caller.
- Immediately call the police (112 or your local police station).
- Follow all police instructions.

Suspicious Behaviour or Active Shooter

- Do not confront the individual.
- Keep children inside a locked room, away from windows if possible.
- Call the police (112 or your local police station).
- Do not unlock the door to check outside.
- Only leave when instructed by police.

Flooding

- Move children and staff to a safe area away from the building.
- If caused by a municipal pipe, call municipal water services.
- If caused by internal plumbing, call a local plumber.
- For widespread flooding due to storms, call disaster management.

Gas Leaks or Hazardous Material Spills

- Do not use electrical equipment or light switches.
- Do not use cell phones in the affected area.
- Evacuate everyone immediately and close doors behind you to contain the leak/spill.
- Call emergency services (112) if the leak or spill is severe.

Role Calls and Communication

- Keep the attendance register and emergency contact list in a file that is easy to access and carry during an evacuation.
- During evacuation, take the file to the assembly point.
- Conduct a roll call to ensure all children and staff are accounted for.
- If the building cannot be re-entered, notify parents/guardians to collect their children immediately.
- Children must remain under staff supervision until handed over to their parent/guardian/caregiver.

Practice Drills and Training

- All staff must be trained on these procedures during induction.
- Evacuation drills must be conducted at least once per term.
- Children should be guided to remain calm and follow adult instructions during drills and real emergencies.

ECD PROGRAMME NAME

.....

SIGN

HOW TO COMPLETE THE GOOD PRACTICE DOCUMENTS

These documents are optional templates that can help your ECD programme operate in an organised and effective way. You may use the templates provided in this section or develop your own documents based on the information in these templates.

These documents are not legally required for registration, but you may use them as guidelines for good practice in your ECD programme.

P1: Agreement for use of premise

Complete this document if your ECD programme uses a building or property that is owned by someone else. You may adjust the agreement to suit your rental arrangement. The ECD programme owner and the landlord must sign the agreement, and a witness should also sign the document.

P2 – Financial Statement

This document helps you understand how you are using money in your ECD programme. Complete the form by writing the name of your ECD programme and indicating whether you are tracking income and expenses for the month or year. Record all income (fees, donations or other income) and all expenses (food, rent, salaries, learning materials, electricity, etc.). Calculate the profit or loss by subtracting expenses from income.

P3 – Weekly Menu

Use this template to plan the food that children will eat during the week. Meals should be nutritious and balanced to support children's health and development.

The following documents provide guidance when planning your weekly menu. When completing your weekly menu refer to:

P4 – Good Nutrition and food safety

This document explains how to provide healthy food and prepare food safely. Use it as a guide to make sure that children receive good nutritious meals and food is prepared, stored and served safely

P5 – Sample Menu

The sample menu shows an **example of a weekly menu and portion sizes for children of different ages**. You may use this example to plan healthy meals and provide appropriate portion sizes. It can be used as a guide when completing your Weekly Menu.

P6 - Transport Policy

The Transport Policy is for ECD programmes that arrange transport for children to travel to and from the programme. If your ECD programme does not provide transport for children, you do not need to use this policy.

If parents or caregivers arrange transport themselves, they are responsible for ensuring that the transport is safe.

If your ECD programme organises transport and does not already have a transport policy, you may want to adopt this policy. The ECD programme owner or principal should sign the document to confirm that the programme agrees to follow the rules in this policy. Keep a printed copy of the Transport Policy in the file at the ECD programme.