

EMERGENCY MANAGEMENT AND EVACUATION POLICY

NQS

Quality Area 2: Children's Health and Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

REGULATIONS

Reg	168(2)(e)	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment

EYLF

LO3	Children become strong in their social and emotional wellbeing.
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AIM

In the event that the service needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each individual using the service. The safety and wellbeing of each child, educator and individual using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so. An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc.

EMERGENCY EVACUATION PROCEDURES AND DRILLS

- Emergency evacuation procedures that are based on the service's floor plans will be prominently displayed throughout the centre
- The service will maintain an up-to-date and register of emergency telephone numbers that must be taken in an emergency or evacuation that is to be located in the following location –On rolls
- Emergency telephone numbers will be displayed prominently throughout the service following including near telephones
- Fire extinguishers, fire blankets and other emergency equipment will be tested as recommended by recognised authorities. All tests must be documented.
- Emergency procedures will be discussed with families and regular information will be provided to families. Families will also receive written from the service.
- The Nominated Supervisor is responsible for ensuring that all educators, including relief educators and staff members, are aware of the service's policy and procedures relating to Emergency Management and Evacuation.
- Emergency evacuation bags will be checked within every 2 months

REHEARSAL EVACUATION DRILL

- The service will add to each child's sense of security, predictability and safety by conducting rehearsal evacuation drills every two months. All individuals

present at the service during the evacuation drill must participate accordingly.

- Rehearsal evacuation drills must be documented.
- When the alarm is heard, the children will drop what they are doing and go with an educator to the designated safe area.
- Our service's emergency and evacuation safe area is located as per the plan
- An evacuation is done within every 2 months, no longer than 3 months.

ROLE OF EDUCATORS

- Immediately when the whistle sounds, educators will return to the group with which they are working if it is safe to do so. Educators will then assist with the evacuation.
- Educators are to ensure that sign in/out rolls remain in the vicinity of that particular group of children at all times and if evacuation is required that a primary carer collect that roll in the process of evacuating children.
- After the alarm has been raised, group children and evacuate through the nearest exit to the designated safe area with the children's sign in/out roll.
- Primary carer to call roll and settle children.
- Supervise and reassure children.
- The cook will help with the babies during an evacuation

COORDINATORS ROLE:

- Collect child sign in book, a phone and emergency bag.
- Check toilet, kitchen, playrooms and cot rooms.
- Ring 000 as soon as possible.
- Follow children and other educators to designated area.
- Oversee and check attendances of children, educators, volunteers, families and visitors.
- Supervise and reassure children.

EMERGENCY COMMUNICATION PLAN

- At all times, the service will have access to a mobile phone (personal if required)
- The service has a main telephone available to be used during an emergency
If an emergency occurs during lunch hours, any staff that are on lunch but still on the premises will help where ever required.

MAINTENANCE OF FIRE EQUIPMENT

All fire equipment at our service will be maintained as per the legal standards, external companies will be employed to provide this service.

During a real emergency the whistle will blow 3 sharp short blows.

SOURCES

Australian Children's Education & Care Quality Authority.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

ECA Code of Ethics.

Guide to the National Quality Standard.

Fire Protection Association Australia <http://www.fpaa.com.au/>

Australian Government – Emergency Services

<http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>

Managing Emergency Situations <http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf>

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

REVIEW

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families

Last reviewed; April 2023

Next up for review; April 2024