

# Emergency Evacuation Policy

It is vital that if an emergency situation arises, it is handled effectively and with consideration for all involved. Supporting Educators and children with an emergency situation requires vigilant planning and consistent implementation.

Effective management of emergency situations provides an opportunity to help support and build on children's coping mechanisms and resilience.

## National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety	
2.1	Each Child's health is promoted
2.2	Healthy eating and physical activity are embedded in the program for children
2.3	Each child is protected

Education and Care Services National Regulations	
97	Policies and procedures in relation to emergency and evacuation
98	Emergency and evacuation procedures
168	Telephone or other communication equipment

## PURPOSE

We aim to maintain the safety and wellbeing of each child, educator and individual using the service during an emergency or evacuation situation.

## SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

## IMPLEMENTATION

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the Service's environment. It is a risk to an individual's health and safety. It is important that Services define emergencies that are specific to their environment.

We have a duty of care to provide all persons' with a safe and healthy environment. The National Quality Standard, Element 2.3.3 (Guide to the National Quality Standard, p. 78-79) encourages Services to effectively manage incidents and emergencies and to plan for these in consultation with relevant authorities.

To ensure compliance with National Regulations, the emergency Management Plan for each service sets out

- Instructions for what must be done in the event of an emergency
- An emergency evacuation floor plan

Emergency evacuation plans should be practiced and reviewed frequently. Evacuation plans must be displayed in prominent positions near each exit and in the children's environment with a compliant floor plan for ease of reference. A risk assessment is conducted as part of the Annual Emergency Management Plan to identify potential emergencies that are relevant to the service when preparing the emergency and evacuation procedure

Circumstances under which evacuation will occur are as follows:

- Fire within the building or playground
- Fire in the surrounding area where the Service is in danger
- Terrorist threat
- Others may include: gas explosion, traffic accident or event which could render the building unsafe

#### **Emergency and Evacuation Drills**

- We 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 emergency evacuation bag.
- Emergency telephone numbers will be displayed prominently throughout the Service in the kitchen, office, staff room and each child care room.
- National Regulations state that Evacuation rehearsals are to be practiced every 3 months by staff members, volunteers and children present at the service on the day. To ensure best practice our service will conduct emergency evacuation drills in a **weekly block once a term** so that all children and staff have experienced an evacuation.
- A record will be kept to ensure that all children participate in the emergency evacuation rehearsal at least 4 times per year.
- Each Educator will have a turn at finding the emergency and initiating the evacuation.
- The evacuation is to be timed during rehearsal
- Notes on any areas that need improving or revising are to be documented in the **Emergency Evacuation Rehearsal Record**. Educators will discuss and implement strategies to improve these areas, which will be documented in the Service's Staff Meeting minutes and Quality Improvement Plan.
- In the event of limited Educators i.e. early morning or late afternoon, staff members are to work together to perform the duties above (the roster should support one Certified Supervisor being on premises at all times to take responsibility and delegating duties). This scenario will be discussed and documented in the Service's Staff Meeting Minutes (WHS).
- In the event of an evacuation causing an inability to use Service phones, e.g. damaged phone lines, a communication plan will see a staff member seek assistance from neighbouring residents or businesses and / or use the mobile phone taken by a staff member as per our Emergency Evacuation Plan.
- Management will seek training opportunities for staff to participate in emergency evacuations.
- Inspecting, testing, and servicing fire extinguishers, blankets and other emergency equipment thoroughly is imperative to safety, and compliance to Australian regulations. The maintenance regime for the inspection and testing of fire extinguishers & hydrants is specified in the Australia Standard AS 1851 Maintenance of Fire Protection Systems and Equipment.
- All extinguishers have to be inspected at six monthly intervals and if they don't have a pressure gauge, they may need to be weighed to check they are still full. Some extinguisher types may require additional tasks to be carried out annually. Extinguishers need to be emptied, pressure tested and refilled every five years. There may be other servicing requirements at 3, 5 or 6 years
- The tests and intervals are to be recorded on a label or metal tag attached to the unit.
- The Nominated Supervisor is responsible for ensuring all educators, including relief educators and staff members, are responsive to our Emergency Evacuation Policy and procedure.

Source

- Australian Children’s Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- **Department of Education and Training Victoria**  
<http://www.education.vic.gov.au/Documents/childhood/providers/support/SampleCSEMPlan.pdf>
- 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
- Fire System Services  
<http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>

Review

Policy Reviewed	Modifications	Next Review Date
March 2019	Have updated and included Emergency Evacuation requirements outlined in the National Regulations - <b>see yellow highlights</b>	March 2020