

Emergency and Evacuation

Policy 2019

National Quality Standard

2.3	Each child is protected.
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

National Regulations

84	Awareness of Child Protection Laws
97	Emergency and Evaluation Procedures

Policy Statement

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons.

In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre are paramount and as such, Medowie Gumnut Preschool is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

Who is affected by this Policy?

- * Management
- * Educators
- * Children
- * Families

AS PER EDUCATION AND CARE SERVICES NATIONAL REGULATIONS 2018

97 Emergency and evacuation procedures

- (1) The emergency and evacuation procedures required under regulation 168 must set out—
 - (a) instructions for what must be done in the event of an emergency; and
 - (b) an emergency and evacuation floor plan.
- (2) For the purposes of preparing the emergency and evacuation procedures, the approved provider of an education and care service must ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the service.

Penalty: \$2000.

- (3) The approved provider of an education and care service must ensure that—

(a) in the case of a centre-based service, the emergency and evacuation procedures are rehearsed every 3 months by the staff members, volunteers and children present at the service on the day of the rehearsal and the responsible person in relation to the service who is present at the time of the rehearsal; and

(b) the rehearsals of the emergency and evacuation procedures are documented.

Penalty: \$2000.

(4) The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises. Penalty: \$2000.

Note. A compliance direction may be issued for failure to comply with subregulation (2), (3) or (4).

98 Telephone or other communication equipment

The approved provider of an education and care service must ensure that, when educating or caring for children as part of the service, nominated supervisors and staff members of the service have ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents and emergency services.

99 Children leaving the education and care service premises

The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4).

(5) The child may only leave the relevant premises if the child d) (ii) because of another emergency.

168 Education and care service must have policies and procedures

(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2).

e) emergency and evacuation, including the matters set out in regulation 97

Implementation

Medowie Gumnut Preschool will:

A. Conduct ongoing risk assessments¹ and reviews of all potential emergency and evacuation situations, including medical emergency situations

B. Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development;

C. Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

* Risks assessed should include but not be limited to a range of emergency situations, including fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threats, violence or robbery.

The Approved Provider and Nominated Supervisor will:

A. Work together with staff to identify potential emergency and evacuation situations that may arise at this specific centre to identify all risks associated with such situations. This risk assessment will be attached to this policy and reviewed at least on an annual basis;

The Nominated Supervisor will:

- A. Work together with staff to develop procedures to manage all risks associated with emergency and evacuation situations. These procedures will be attached to this policy;
- B. Ensure the development of an emergency evacuation floor plan. These floor plans are located and displayed beside each of the main front doors to the centre
- C. Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones;
- D. Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use;
- E. Ensure that emergency equipment is tested as recommended by recognised authorities;
- F. Ensure that up to date portable emergency contact lists are held in the evacuation bag within the centre and that evacuation procedures include the carrying of this list by the room leader at the point of evacuation.
- G. Ensure that emergency evacuation risk assessments are carried out using the Emergency Risk assessment document.
- H. Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these;
- I. Ensure that all staff are trained in the emergency evacuation procedures;
- J. Ensure that all staff are aware of emergency evacuation points;
- K. Ensure that families are regularly reminded of the emergency procedures in place at the service.
- L. Provide staff and educators with specific procedures around all potential emergency situations;
- M. Ensure that the evacuation procedures are in accordance with the evacuation floor plan;
- N. Ensure that rehearsals of evacuation procedures are regularly scheduled, every 3months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures;
- O. Ensure that staff are aware of when scheduled emergency evacuations drills are to take place;
- P. Ensure that spontaneous rehearsals also take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events;
- Q. Provide staff with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.

- R. Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed;
- S. Ensure all staff are provided with feedback forms after each evacuation;
- T. Ensure all emergency contact lists are updated as required.
- U. The Medowie Gumnut Preschool Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

(NSW); Australian Standards for portable fire extinguishers and fire blankets.

Safework Australia: www.safeworkaustralia.gov.au

The Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>

Early Childhood Australia: <http://www.earlychildhoodaustralia.org.au/>

Education and Care Services national Regulations 2018

Community Childcare Cooperative

National Quality Standard 2018

Review

Last Reviewed: March 2019

Date for Next Review: March 2020