

10. Emergency and Evacuation



Introduction

Emergency and evacuation situations can occur due to a multitude of circumstances. Our service aims to identify potential emergency and evacuation situations and plan for them accordingly, maximising the safety of all persons involved.

Purpose

In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre is paramount. This policy sets out guidelines for Nominated Supervisors, Educators, Children and Families to follow in the event of an emergency or evacuation. It also identifies future planning which is aimed at minimising risk and promoting the efficiency and confidence of all involved during an emergency or evacuation situation.

GOALS – What are we going to do?

- Undertake detailed risk assessments for potential emergencies and set out control measures of potential emergencies that the service may be exposed to.
- Create detailed and specific procedures for any emergency or evacuation including:
 - Natural disaster
 - Fire or smoke
 - Bomb threat or act of terrorism
 - Snake or other potentially dangerous animal
 - Chemical or hazardous leak or spill
 - Loss of power or water
 - Intruder
 - Death of a child or adult

Strategies – How will it be done?

Approved Provider will:

- Ensure emergency and evacuation floor plans are completed for each service by a reputable fire planning company and are updated with any building or legislative change.
- Ensure that the service has a working telephone and email system or access to a mobile phone where this is not possible.
- Ensure that 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.

- Ensure that emergency equipment is tested as per recommendations by recognised authorities.

The Nominated Supervisor/ Responsible Person on Duty will:

- Ensure a copy of emergency and evacuation floor plan and instructions are displayed in a prominent position in the foyer near each exit at the service and that copies are attached to this policy, are in the Licensing folder and the Health and Safety folder.
- Ensure that emergency and evacuation risk assessments and procedures are created to reflect their individual centre and that copies are attached to this policy, are in the Licensing folder and the Health and Safety folder.
- Ensure that an emergency evacuation plan is completed for their individual centre and that copies are attached to this policy, are in the Licensing folder and the Health and Safety folder.
- Ensure that all staff are trained in the emergency evacuation procedures and are aware of emergency evacuation points.
- Ensure that staffing rosters stipulate that at least one Educator who holds a current approved first aid, asthma and anaphylaxis qualification is on the premises and immediately available in the event of an emergency.
- Ensure that emergency telephone numbers are clearly displayed above every telephone.
- Ensure that the “**Responsible Person on Duty**” is correctly identified on the roster/sign in and out sheets and is correctly displayed on the board in the foyer at all times.
- Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, implemented, documented, evaluated and reviewed.
- Ensure each drill is documented to include the date, time, how many people in the building, how many people evacuated, evacuation time, simulated emergency, and problems encountered.
- Ensure all emergency contact lists are updated as needed.
- Ensure that the service has an evacuation pack containing an updated children contact list, first aid kit, gloves, spare asthma medication and spacer, nappies and wipes.
- Ensure their personal mobile phone is fully charged and accessible to use when evacuating the centre. In the absence of the Nominated Supervisor the Responsible person on duty will ensure their mobile phone is fully charged and accessible.
- In the event of an emergency lead the Emergency Evacuation plan.

Kitchen staff will:

- Familiarise themselves with risk assessments and evacuations plans.
- Participate in Emergency Evacuation drills, documentation and evaluation.

- In the event of discovering an emergency alert the “**Responsible Person on Duty**” immediately and follow their instructions – these instructions may involve assisting a room to evacuate their children.
- Follow emergency evacuation plan.

Educators will:

- Ensure OWNA accurately reflects the attendance and times of attendance for each child.
- Correctly sign themselves in and out on the staff sign in and out sheets for all shifts, breaks, programming, traineeship and any other time that they are out of the room during a shift.
- Ensure that the emergency evacuation plan is displayed at the designated exit in their room.
- Participate in emergency and evacuation drills, documentation, evaluation and review.
- Familiarise themselves for evacuation and emergency procedures in all areas of the building.
- Familiarise casual educators, students and visitors with the procedure at the beginning of their shift.
- Check the number of children in their care regularly throughout the day.
- Provide children with learning opportunities about emergency evacuation procedures.
- Be aware and responsive to the immediate needs of all children during emergency and evacuation drills and real life situations.
- Assist the Nominated Supervisor in identifying risks and potential emergency situations and in developing procedures designed to minimise risk and maximise efficiency during emergency evacuations.
- Ensure they are aware of the placement and how to operate telephone and other communication equipment and emergency equipment such as fire extinguishers.

Families will:

- Familiarise themselves with emergency and evacuation policy and procedures and the service’s Emergency Evacuation Plan.
- Ensure that they sign their child/children in and out each day using OWNA
- Provide emergency contact details on enrolment and immediately update these with any changes.
- Follow the directions of staff in the event of an emergency or when rehearsing emergency procedures.

Related Legislation

- Education and Care Services National Law Act: Sections 167, 169
- Education and Care Services National Regulations: Regulations 97,98,168 (2) (e)
- Occupational Health and Safety Act 2011
- Work Health and Safety Regulation 2011 Regulation 43

Links to other policies and documents

- Emergency Evacuation Evaluation
- Risk Assessment for Potential Emergencies
- Emergency and Evacuation Floor Plans
- Emergency Evacuation Plans

Links to Education and Care Services National Regulations:
97, 98, 168(2)(e)

Links to National Quality Standards/Elements:
2.3

Sources

- Emergency Management Australia
- Building Code and Bushfire Hazard Solutions
- Community Early Learning Australia - CELA