



2.1 Emergency and Evacuation Policy

QUALITY AREA 2: Children's Health and Safety

Policy Statement

Bellinggen Preschool Inc. 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 including:

- Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations (see Medical Conditions Policy);
- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development;
- Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Goal

Emergency and evacuation situations at Bellinggen Preschool 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 is paramount.

Practices

Risk assessment for potential emergencies:

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to Bellinggen Preschool.

The Risk Management Folder is kept in the office and contains:

- Detailed risk assessment and control measures of potential emergencies the service may be exposed to. Documentation is assessed and updated periodically and when needed as circumstances change.

The Policy and Procedures Folder is kept in the office and contains:

- Detailed, specific procedures to follow in the event of any emergency or evacuation including:
 - Fire
 - Bush Fire
 - Severe Storm
 - Flood
 - Snake
 - Lockdown in the case of:
 - ~ Intruders
 - ~ Aggressive trespassers
 - ~ Disaster in the local community
 - Outbreak of infectious disease or illness
 - Death of a child or adult

Emergency and Evacuation

A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service.

Staffing rosters ensure that at least one Educator who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training will be immediately available in the event of an emergency.

Emergency telephone numbers are clearly displayed above telephone in the office.

Discovering an Emergency

Educators who discover an emergency are required to alert the Responsible Person immediately so that they can determine and implement control measures.

After immediate assessment, the Responsible Person will then call LOCKDOWN or an EVACUATION depending on the type of emergency.

Evacuation Drills and Emergency Evacuation

Evacuation drills are carried out every four months without notice, at different times of the day, in accordance with the education and care service national regulations.

Each drill is documented to include the date, time, how many people in the building according to attendance registers, how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any), any problems encountered, weather conditions, and any additional notes. This documentation is kept for a minimum of three years.

Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.

Emergency whistles are provided in designated areas throughout the service whistles are only to be used for evacuation purposes.

After the Emergency is Over

- In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.
- If able to return to the building, with reassurance and calmness, walk back to the centre following the safety procedures, recheck that all children have returned and discuss as developmentally appropriate the emergency that has taken place.
- Consider counselling services for anyone affected by the emergency.

Roles and Responsibilities

Approved Provider

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).
- Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations.
 - ~ Ensure the following documents are attached to this policy: risk assessment - reviewed at least on an annual basis;
 - ~ emergency and evacuation procedures; and
 - ~ emergency evacuation floor plan.
- Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near office telephone.
- 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.
- Ensure that emergency equipment is tested as recommended by recognised authorities.

Nominated Supervisor, Responsible Person

- Implement duties as listed above and directed by the Approved Provider.
- Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each classroom and that all staff and educators are aware of these.
- Ensure that all staff are trained in the emergency evacuation procedures.
- Ensure that all staff are aware of emergency evacuation points; and
- Ensure that families are regularly reminded of the emergency procedures in place at the service.
- Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures.
- Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events; and
- Ensure all emergency contact lists are updated as required

Educators/Certified Supervisors

- Ensure the sign-in book accurately records attendance of each child.
- Ensure the time of arrival and departure is noted in the sign-in book for every child.
- Sign yourself in/out on the staff attendance record.
- Familiarise yourself with evacuation procedures in each area of the service.
- Familiarise relievers, students and visitors with the procedure at the beginning of the shift.
- Check the number of children in your care regularly throughout the day.
- Provide children with learning opportunities about emergency evacuation procedures.
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation events.
- Assist the Nominated Supervisor in identifying risks and potential emergency situations.
- Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations.
- Ensure they are aware of the placement of operating communications equipment and emergency equipment, and are confident in their ability to operate them.

Families

- Familiarise selves with the service's emergency and evacuation policy and procedures
- Ensure you complete the attendance record on delivery and collection of their child.
- Provide emergency contact details on their child's enrolment form and ensure that this is kept up to date.
- Following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

Relevant Legislation:

- Education and Care Services National Regulations 2011
- Education and Care Services National Law Act 2010
- Work Health and Safety Regulation 2011
- Occupational Health and Safety Act 2004

Links to National Quality Standard

QA2: Children's Health and Safety

- ~ 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, practiced and implemented

Key Resources:

- Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745-2002)
- Department of Education

Date endorsed _____ Date to be reviewed _____