



## Emergency and Evacuation Policy

### Relevant Legislation

Work Health and Safety Act 2011, Regulation 43, to be read in conjunction with the Work Health and Safety Act 2012

Education and Care Services National Regulations 2011: 97, 99 (4)(d)(ii), 168

National Quality Standard for Early Childhood Education and Care and School Age Care:  
Element:2.3.2 ; Element 2.3.3

### Introduction

The safety and wellbeing of all staff, children, families and visitors in our preschool is priority .Procedures have been developed to identify risks and hazards of potential emergency and evacuation situations in our preschool. A proactive approach guides our planning for the reduction or minimisation of emergency situations. Review and evaluation of planned actions around handling emergency situations is valued as an ongoing process.

### Policy Goals

We will:

- ❖ Develop a clear plan to manage emergency situations which will :
  - Protect adults and children;
  - Assist educators to manage incidents calmly;
  - Reduce the risk of further harm or damage;
- ❖ Conduct ongoing risk assessments<sup>1</sup> and reviews of all potential emergency and evacuation situations which includes medical emergency situations (see Medical Conditions Policy);
- ❖ Develop specific procedures around each potential emergency situation;
- ❖ Ensure staff and educators are familiar with emergency procedures through the provision of professional development and staff induction procedures; and
- ❖ Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

## Strategies: What will we do?

### Risk management approach to emergency and evacuation situations

#### The Approved Provider and Nominated Supervisor will:

- Work together with staff to identify potential emergency and evacuation situations that may arise in our preschool 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;
- 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;
- Ensure the development of an emergency evacuation floor plan. This floor plan will be attached to this policy;
- 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;
- 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; and
- Ensure that up to date portable emergency contact lists are held in each room within the centre and that evacuation procedures include the carrying of this list by the room leader at the point of evacuation.

### Communication and display of emergency and evacuation procedures

#### The Approved Provider and Nominated Supervisor will 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;
- All staff are trained in the emergency evacuation procedures;
- All staff are aware of emergency evacuation points; and
- Emergency evacuation procedures and floor plan are displayed.

### Scheduled and spontaneous rehearsals of responses to emergency situations

#### The Approved Provider and Nominated Supervisor will:

- Provide staff and educators with specific procedures around all potential emergency situations;

- Ensure that the evacuation procedures are in accordance with the evacuation floor plan;
- Ensure that rehearsals of evacuation procedures are regularly scheduled every term and that the schedule maximises the number of children and staff participating in the procedures;
- Ensure that staff are aware of when scheduled emergency evacuations drill are to take place;
- Ensure that spontaneous rehearsals also take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events; and
- 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.

**Educators and staff will:**

- Be aware of upcoming scheduled emergency evacuations, and be ready in the event of a spontaneous simulated evacuation;
- Will provide children with learning opportunities about emergency evacuation procedures; and
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills

**Documentation and record keeping**

**The Approved Provider and Nominated Supervisor will ensure:**

- All scheduled, spontaneous and actual evacuations are documented and reviewed;
- All staff are provided with feedback forms after each evacuation; and
- All emergency contact lists are updated as required.

**Critical Incident Management**

Any unwelcome, violent or abusive visitor or intruder will be calmly asked to leave the service. Refusal to leave will necessitate the nominated supervisor or educator calling the local police for the removal of the unwelcome visitor. Educators will not at any time try to physically remove an unwelcome visitor. See Emergency Lock Down Procedure and Arrival and Departure Policy.

**Policy availability**

The emergency and evacuation policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

## Review

Management and staff will monitor and review the effectiveness of the emergency and evacuation policy regularly. Updated information will be incorporated as needed

### Procedures and Forms

- Attachment A: Emergency procedures Evacuation and Lockdown (Displayed).
- Attachment B: Emergency Evacuation Record of Practise
- Attachment C: Emergency Lock down Record of Practice.
- Attachment D Emergency Evacuation and Lockdown Bag Contents
- Attachment C: Emergency Exit Floor Plan (Displayed)
- WH&S Annual Maintenance Checklist
- WH&S Daily Hazard Management Checklist
- WH&S Annual Inspection.
- Attendance record
- Emergency Contact numbers Displayed
- Procedure for a child Transported to hospital displayed.
- Risk Assessments for Potential Emergency situations (attached and on file)
- Enrolment Form
- Enrolment Handbook

### Links to other Policies

- Accidents, Emergencies and First Aid
- Arrival and Departure Policy
- Confidentiality and Privacy policy
- Enrolment and Orientation
- Excursions
- Grievances and Complaints Policy
- Health Hygiene and Infection Control
- Illness
- Medication and Medical Conditions
- Guiding Children's Behaviour Policy
- Staff Induction Policy
- Staff ,Student, Volunteer Induction Policy
- Confidentiality and Privacy Policy
- Interaction with Children Policy
- Arrivals and Departures Policy
- First Aid Policy
- Sun Protection Policy
- Water Safety Policy
- Work Health and Safety Policy
- Nutrition Policy
- Child Protection Policy

### Sources and References

DEEWR child Care Services Handbook 2011-2012. (Department of Education, Employment and Workplace Relations). Website : [www.deewr.gov.au](http://www.deewr.gov.au)

Tathra Preschool Enrolment Handbook.

Fire Protection Association Australia (FPAA) website: [www.fpaa.com.au](http://www.fpaa.com.au)

DEEWR (2009). Belonging Being and Becoming: The Early Years Learning Framework for Australia. [www.deewr.gov.au](http://www.deewr.gov.au).

Health and Safety in Children's Services: Model Policies and Practices 2003.

Community child Care Co-operative : NQF in a Box: [www.cccnsw.org.au](http://www.cccnsw.org.au)

National PSC Alliance : [www.pscalliance.org.au](http://www.pscalliance.org.au)

**Date Adopted**

December 2012

**Review Date**

Updated 2017  
Review 2021 or when  
procedure, practice or  
legislation changes.

## Attachment 1

### Emergency Procedures Preparation Check

Our Emergency procedures include:

- An effective response to an emergency;
- Evacuation procedures;
- Notification of emergency services at the earliest opportunity;
- Medical treatment and assistance; and
- Effective communication between the Nominated Supervisor or responsible person on duty and all persons at the service.

The emergency procedures clearly explain how to respond in various types of emergency, including how to evacuate children, staff and families from the service in a controlled manner.

The procedures are clear and simple. Where relevant, the emergency procedures address:

- Allocation of roles and responsibilities for specific actions in an emergency to persons with appropriate skills;
- Clear lines of communication between the person authorised to co-ordinate the emergency response and all persons at the service;
- The activation of alarms and alerting staff, children and families;
- The safety of all the people who may be at the service in an emergency, including visitors and tradespeople and children who will require special assistance to evacuate;
- Specific procedures for critical functions such as a power shut-off;
- Identification of safe places;
- Potential traffic restrictions;
- Distribution and display of a site plan that illustrates the location of fire protection equipment, emergency exits and assembly points;
- The distribution of emergency phone numbers, including out-of-hours contact numbers
- Access for emergency services (such as ambulances) and their ability to get close to the service;
- Regular evacuation practice drills;
- The use and maintenance of equipment required to deal with specific types of emergencies (for example, spill kits, fire extinguishers, early warning systems such as fixed gas monitors or smoke detectors ); and
- Regular review of procedures and training.

Emergency procedures are tested in accordance with the emergency plan in which they are contained.

All educators and staff are instructed and trained in the procedures

## Attachment 2

### Fire Prevention Procedures Check

Ensure that the following are maintained and kept in good working order at all times

#### **Building**

To be maintained in good order and all Fire Brigade or Council recommendations carried out.

#### **Circuit breakers**

- Installed and smoke detectors in appropriate areas.
- A hose with a nozzle is to be attached to a tap whenever the building is occupied. The hose must be long enough to reach any fire that may develop and is to be stored on a reel.

#### **Fire Extinguishers**

- Appropriately located. All fire protection equipment is equipped and tested every 6 months in accordance with the requirements of AS 1851.1 for Level 1 service and be kept in proper working condition by Bega Fire Systems.
- Installed in position and height is as recommended by Bega Fire Systems.
- Educators to know which extinguisher to use for different causes of fire, e.g. (Water extinguisher: for wood, paper, Rubbish). (CO2 extinguisher: for paint, oil, electrical and other liquid fires). (Dry Powder: for solid, liquid, electrical).
- All educators to know how to operate extinguishers and know who is responsible for their use in case of fire.

#### **Smoke detectors**

- Smoke detectors are appropriately located and the fire blanket is kept adjacent to the cooking facilities.

#### **Fire Blanket**

- A fire blanket is to be kept in the kitchen and must be attached to the wall in a clearly visible and easily accessible position.

#### **Electrical Equipment** (refer to WH&S Policy)

- **Heaters:** Cords and plugs are in good repair. Positioned so that no paper or material may catch alight.
- **Stoves & Barbeques:** Properly cleaned and maintained. Controls and flame is out of children's reach. Equipment/materials are not placed on stove top such as tea towels, etc.
- **Gas Bottle:** Hose correctly attached. Check that there are no leaks before igniting.
- **Other Equipment:** Check that cords and appliances are kept in good repair. Ensure that electrical appliances are not placed on top of cords.

#### **Exits**

- **Building:** All exits are signed and are kept clear of furniture or equipment, even if not in use all the time. Ensure that these doors are operable and used during emergency procedures.
- **Playground:** Two exits must not be locked or inoperable.

#### **Indoor Environment**

- **Storage of Paper/Cardboard:** Check that paper and cardboard is not stored in corridors or on top of cupboards.
- **Display of Children's Art Work:** Consider how and where children's work is displayed. Check the number of mobiles hanging from ceilings and whether walls and ceilings are covered in artwork as these aid the spread of fire.

#### **Outdoor Environment**

- **Gutters.** Cleaned annually. See maintenance checklist.
- **Under the Building:** No flammable material will be stored under the building.
- **Office Management:** External hard drive (kept off site) to store important documents or electronic files. Fire-proof filing cabinet for storage of documents
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