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## EMERGENCY AND EVACUATION POLICY

### QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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#### National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

#### Education and Care Services National Regulations

Children (Education and Care Services) National Law 2010	
97	Policies and procedures in relation to emergency and evacuation
98	Emergency and evacuation procedures
168	Telephone or other communication equipment

## Introduction

Emergency and evacuation situations at Woden Early Childhood Centre (WECC) 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 educators, children, families and visitors to WECC are paramount and, as such, WECC is committed to identifying risks and hazards of emergency and evacuation situations, planning for their reduction or minimisation, and ensuring the ongoing review of planned actions around handling these situations.

## Scope

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

## Goals – What are we going to do?

The Nominated Supervisor or Director will:

- conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency situations (see *Medical Conditions* policy)
- develop specific procedures around each potential emergency situations and ensure full awareness by all educators through the provision of professional development
- ensure regular rehearsal and evaluation of emergency and evacuation procedures

## Strategies – How will it be done?

Risk management approach to emergency and evacuation situations

The Nominated Supervisor or Director will:

- work together with educators to identify potential emergency and evacuation situations that may arise at WECC to identify all risks associated with such situations
- ensure the development of an emergency evacuation floor plan
- ensure all educators have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones
- ensure all educators have ready access to emergency equipment such as fire extinguishers and fire blankets
- assess risks, including but not limited to a range of emergency situations, including fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threats, violence or robbery
- ensure that emergency equipment is tested as recommended by recognised authorities
- ensure that up to date portable emergency contact lists are held in the office within WECC and that evacuation procedures include carrying of this list by the Nominated Supervisor or Director or Certified Supervisor at the point of evacuation

Educators will:

- assist the Nominated Supervisor or Director identifying risks and potential emergency situations
- assist the Nominated Supervisor or Director in developing procedures to lessen the risks associated with emergency evacuations
- take sign-in sheets with families contact numbers to the point of evacuation
- ensure they are aware of the locations of operating communications equipment and emergency equipment, and are confident in their ability to operate them

*Communication and display of emergency and evacuation procedures*

The Nominated Supervisor or Director will:

- ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all educators are aware of these
- ensure that all educators are trained in the emergency evacuation procedures
- ensure that all educators are aware of emergency evacuation points
- ensure that families are reminded of the emergency procedures in place at WECC

Educators will:

- contribute to the development of emergency and evacuation procedures
- ensure they are aware of the emergency evacuation procedures

*Scheduled and spontaneous rehearsals of responses to emergency situations*

The Nominated Supervisor or Director will:

- ensure that there is an up-to-date and register of emergency telephone numbers that must be taken in an emergency
- provide all 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 three months as a minimum, and that the schedule maximised the number of children and educators participating in the procedures
- ensure that all educators are aware of when scheduled emergency evacuation drills are to take place
- ensure that spontaneous rehearsals also take place to ensure educators participate in the simulation of an unplanned, emergency evacuation event
- provide educators with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of educators and children

Educators will:

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

*Documentation and record keeping*

The Nominated Supervisor or Director will:

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

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 (If you are unsure how close the fire is call; Phillip Fire Station: 6207 8530)
- Flood State Emergency Services 132 281
- 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
- evacuation rehearsals are to be practiced in a weekly block once a term so that all children and staff have experienced an evacuation
- a record will be kept ensuring 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
- the Nominated Supervisor or Director 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.

## Evaluation

Management and educators will monitor and review the effectiveness of the emergency and evacuation policy every two years. Updated information will be incorporated as needed.

## Related policies /documents

- *Child protection*
- *Lockdown*
- *Risk management procedures*
- *Safe storage of dangerous goods*

## Statutory legislation and considerations

- Education and Care Services National Regulations 2014: 97, 98, 168
- Work Health and Safety Regulation 2011 Regulation 43

Jurisdiction specifications for Australian Capital Territory (ACT)

- ACT Health – [www.health.act.gov.au](http://www.health.act.gov.au)
- ACT Police – [www.police.act.gov.au](http://www.police.act.gov.au)
- ACT Rural Fire Service – <http://esa.act.gov.au/actrfs/>
- ACT State Emergency Service - <http://esa.act.gov.au/actses/>
- Communities@Work – [www.actpsc.com.au](http://www.actpsc.com.au)
- Department of Housing and Community Services – [www.dhcs.act.gov.au](http://www.dhcs.act.gov.au)
- WorkSafe ACT – [www.worksafe.act.gov.au](http://www.worksafe.act.gov.au)

## Sources and references

- 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
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Fire Protection Association Australia <http://www.fpa.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
- NSW Rural Fire Service [www.bushfire.nsw.gov.au](http://www.bushfire.nsw.gov.au)
- Department of Education and Early Childhood Development Victoria  
<http://www.education.vic.gov.au/Documents/childhood/providers/support/SampleCSEMPPlan.pdf>
- ATFS <http://www.atts.com.au/Fire-Services>
- National Fire Solutions – 1300 791 586

## Authorisation

*John Rothwell*

President

2017-18 WECC Management Committee