



Emmerick Street Community Pre-School
15 Emmerick Street, Lilyfield

Policy

Policy Name:	EMERGENCY AND EVACUATION POLICY
Policy Number:	QA 2 004
Quality Area:	2: CHILDREN'S HEALTH AND SAFETY
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1. Background

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, Emmerick Street 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.

2. Aim

To ensure Emmerick Street Community Preschool has a range of systems in place to manage all emergency and evacuation situations and the risks associated with these.

3. Strategies

3.1. 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 at Emmerick Street Preschool to identify all risks associated with such situations.
- Work together with staff to develop procedures to manage all risks associated with emergency and evacuation situations.
- Ensure the development of an 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 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 an easy to access place in the Preschool and that evacuation procedures include the carrying of this list by the 1st Aid officer at the point of evacuation.

¹ 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.

Educators will:

- 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; and
- Ensure they are aware of the placement of operating communications equipment and emergency equipment, and are confident in their ability to operate them.

3.2. 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;
- 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.

Educators and staff will:

- Contribute to the development of emergency and evacuation procedures;
- Ensure they are aware of the emergency evacuation procedures; and
- Ensure the emergency evacuation procedures and floor plan are displayed.

3.3. 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 three months for each group, as a minimum, 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 drills 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 time to contribute to the evaluation/feedback of evacuations drills 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.

3.4. Documentation and record keeping

The Approved Provider and Nominated Supervisor will:

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

3.5. 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.

3.6. Preparing Emergency Procedures ²

Emergency procedures must 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.

² Safe Work Australia Managing the Work Environment and Facilities: Code of Practice (2011).

The emergency procedures in the emergency plan must 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 should be written clearly and simple to understand. Where relevant, the emergency procedures should address:

- Allocation of roles and responsibilities in an emergency to persons with appropriate skills, for example the authorised person to co-ordinate the emergency response.
- 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 at each exit point that illustrates the location of fire protection equipment, emergency exits and assembly points
- The distribution of emergency phone numbers, including out-of-hours contact number
- 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 and early warning systems such as smoke detectors); and
- Regular review of procedures and training.

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

All educators and staff must be instructed and trained in the procedures.

4. Evaluation

A range of systems in place at Emmerick Street Preschool manage all emergency and evacuation situations and the risks associated with these.

Relevant Legislation

Children (Education and Care Services National Law Application) Act 2010, 104;

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

Work Health and Safety Regulation 2014 Regulation 43;

Links to National Quality Standard: 2.2.2

Sources

Community Early Learning Australia (CELA) (NSW): [https://www.cela.org.au/member-resources-Guide to the Education and Care Services National Law and Regulations 2011](https://www.cela.org.au/member-resources-Guide%20to%20the%20Education%20and%20Care%20Services%20National%20Law%20and%20Regulations%202011)

St John Ambulance First Aid Fact Sheets:

http://www.stjohn.org.au/index.php?option=com_content&task=view&id=22&Itemid=34