



2.11 Emergency Evacuation Policy

POLICY STATEMENT

It is vital that if an emergency situation arises, it is handled effectively and with consideration for all involved. Supporting educators and children with an emergency situation requires vigilant planning and consistent implementation.

Effective management of emergency situations provides an opportunity to help support and build on children's coping mechanisms and resilience.

AIM

We aim to maintain the safety and wellbeing of each child, educator and individual using the service during an emergency or evacuation situation.

STANDARDS AND PROCEDURES

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the services' environment. It is a risk to an individual's health and safety. It is important that service define emergencies that are specific to their environment.

We have a duty of care to provide all persons' with a safe and healthy environment. The National Quality Standard, Element 2.2.2 encourages Services to effectively manage incidents and emergencies in consultation with relevant authorities and practiced and implemented to ensure best practice and the safety of children.

To ensure compliance with National Regulations, the emergency and evacuation procedure must set out:

- Instructions for what must be done in the event of an emergency
- An emergency evacuation floor plan

Emergency evacuation plans should be practiced and reviewed frequently. Evacuation plans must be displayed in prominent positions near each exit and in the children's environment with a compliant floor plan for ease of reference. The Approved Provider will ensure a risk assessment is conducted to identify potential emergencies that are relevant to the service when preparing the emergency and evacuation procedure

Circumstances under which evacuation will occur are as follows:

- Fire within the building or playground or surrounding area where the service is in danger (If you are unsure how close the fire is call; Local Fire Station: (02) 6207 8530 (Phillip)
- Flood (call State Emergency Service – **ACT State Emergency Service ph: 132 500**)
- Terrorist threat
- Others may include: gas explosion, traffic accident or event which could render the building unsafe

Emergency and Evacuation Drills

- National Regulations state that Evacuation rehearsals are to be practiced every 3 months by staff members, volunteers and children present at the service on the day. To ensure best practice our service will conduct emergency evacuation drills in a **weekly block once a month** so that all children and staff have experienced an evacuation;
- Each Educator will have a turn at finding the emergency and initiating the evacuation, they will sound the alarm using the fire panel and inform all persons the location of the fire and for everyone to evacuation over the speaker system, this will trigger the beginning of the evacuation;
- The evacuation is to be timed during rehearsal by the Director or responsible person;
- Maintain an up-to-date register of emergency telephone numbers that must be taken in an emergency or evacuation. Emergency numbers are located on the QK Kiosk and can be accessed from the room iPads;
- Emergency telephone numbers will be displayed prominently throughout the service in the kitchen, office, staff room and each classroom;
- Notes on any areas that need improving or revising are to be documented and 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 responsible person being on premises at all times to take responsibility and delegating duties). This scenario will be discussed and documented and available for all staff;
- 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 neighboring residents or businesses and / or use the mobile phone taken by a staff member as per our Emergency Evacuation Plan;
- Management 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 are 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.

Important: The notification of a serious incident to a regulatory authority (within 24 hours) is needed where emergency services attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 97 - Emergency and evacuation procedures
- 85 - Incident, injury, trauma and illness policies and procedures
- 168 - Education and Care Services must have policies and procedures

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children's Education & Care Quality Authority](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Education and Care Services National Amendment Regulations 2017](#)
- [Revised National Quality Standard](#)
- Work Safe Australia - [Occupational Health and Safety Act and Regulations](#)
- [ACT Health](#) – www.health.act.gov.au
- [ACT Police](#) – 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/>
- [Fire System Services – Inspection & Maintenance](#)

RELATED POLICIES

- 2.01 Administration of First Aid Policy
- 2.04 Incident, illness, Accident & Trauma Policy
- 2.12 Lockdown Policy
- 2.15 Supervision Policy
- 2.19 Work health Safety Policy
- 6.02 Family Communication Policy
- 6.06 Arrival and Departure Policy
- 7.06 Privacy and Confidentiality Policy
- 7.07 Record Keeping and Retention of Records Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
May 2018	Yes	No	Updated to include Emergency Evacuation requirements per National Regulations.	March 2019