



## EMERGENCY AND EVACUATION POLICY

To be read in conjunction with: Education and Care Services National Regulations Children (Education and Care Services) National Law NSW 97,98,99,168 National Quality Standard, Quality Area 2, Children’s Health and Safety. Standard 2.2, 2.2.1, 2.2.2	Version: 1 Last Amendment: 3/06/2020 Reviewed: Janette Allen-Vie	Reviewed By: Date:
	Contact Officer: Janette Allen-Vie	Next Review: June 2021

### Section: Children’s Health and Safety

### Policy Title: Emergency and Evacuation Policy

### Policy Statement:

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 is paramount and preparation for these events is crucial.

### Goals:

Brayside Community 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 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.

### Strategies:

#### Risk assessment for potential emergencies:

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

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

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Many circumstances may necessitate an emergency response. Attached to this policy is detailed, specific procedures to follow in the event of any emergency or evacuation which may include but is not limited to:

Natural disaster

Fire or smoke

Bomb threat

Snake or other potentially dangerous animal

Act of terrorism

Chemical or hazardous leaks and spills

Loss of power or water

Intruders

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 in the foyer near each emergency 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 every telephone.

### **Discovering an Emergency**

- Educators who discover an emergency will blow 3 short whistles calling either lockdown or evacuation stating the reason and announce which meeting point is to be used. In the case of an intruder staff will use a pre-determined code word to raise the alarm.
- Educators who discover an emergency are required to alert the Responsible Person immediately so that they can determine and implement control measures.
- Following a discovery of an emergency either Lockdown Procedure or Evacuation Procedures will be followed depending on the type of emergency.

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## Evacuation Drills and Emergency Evacuation

Evacuation drills are carried out every three 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, 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 arrange for parents or emergency contacts to be notified 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

Role	Authority/Responsible for
<b>Approved Provider</b>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations.</li> <li>• Ensure the following documents are attached to this policy;               <ul style="list-style-type: none"> <li>➤ Risk assessment – reviewed at least on an annual basis;</li> <li>➤ Emergency and evacuation procedures; and</li> <li>➤ Emergency evacuation floor plan</li> </ul> </li> <li>• 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.</li> <li>• Ensure educators and staff have ready access to emergency equipment such as fire extinguisher and fire blankets, and that staff are adequately trained in their use.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that emergency equipment is tested as recommended by recognised authorities.</li> </ul>
<b>Nominated Supervisor</b>  <b>Responsible Person</b>	<ul style="list-style-type: none"> <li>• Implement duties as listed above and directed by the Approved Provider.</li> <li>• 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.</li> <li>• Ensure that all staff are trained in the emergency evacuation procedures</li> <li>• Ensure that all staff are aware of emergency evacuation points</li> <li>• Ensure that families are regularly reminded of the emergency procedures in place at the service.</li> <li>• 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.</li> <li>• Ensure that spontaneous rehearsals take place to ensure staff participate in the simulations of and unplanned, emergency evacuation events; and</li> <li>• Staff to evaluate and give feedback after each scheduled and spontaneous rehearsals to assist in refining their risk management procedures around the safe evacuation of staff and children.</li> <li>• Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed.</li> <li>• Ensure all emergency contact lists are updated as required.</li> </ul>
<b>Early Childhood Educators</b>  <b>Responsible Persons</b>	<ul style="list-style-type: none"> <li>• Ensure children’s sign in register accurately records attendance of each child</li> <li>• Ensure the time of arrival and departure is noted in the sign-in register for every child.</li> <li>• Sign yourself in/out on the staff attendance record.</li> <li>• Display the emergency procedure plan for your room in a prominent position</li> <li>• Practice the external procedure by different exits.</li> <li>• Practice the internal procedure</li> <li>• Familiarise yourself with evacuation procedures in each area of the service</li> <li>• Familiarise relievers, students and visitors with the procedure at the beginning of the shift.</li> <li>• Ensure all items in emergency bags are present.</li> <li>• Check the number of children in your care regularly throughout the day</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide children with learning opportunities about emergency evacuation procedures.</li> <li>• Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.</li> <li>• Assist the Nominated Supervisor in identifying risks and potential emergency situations.</li> <li>• Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations.</li> <li>• Ensure they are aware of the placement of operating communications equipment and emergency equipment, and are confident in their ability to operate them.</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>• Will familiarise themselves with the services emergency and evacuation policy and procedures and the services Emergency Management Plan</li> <li>• Will ensure they complete the attendance record on delivery and collection of their child</li> <li>• Will provide emergency contact details on their child's enrolment form and ensure that this is kept up to date.</li> <li>• Will follow the direction of staff in the event of an emergency or when rehearsing emergency procedures.</li> </ul>

## Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved. In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

### EMERGENCY NUMBERS

Phone: '000'

**Coffs Harbour Fire Systems Ph: 66516891**

**Coffs Harbour Rural Fire Control Centre Ph: 66516133**

**State Emergency Services Coffs Harbour Headquarter Ph: 132500**

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### Jurisdictions for New South Wales (NSW)

- Children’s Services Central – [www.cscentral.org.au](http://www.cscentral.org.au)
- Department of Education and Communities - [www.educationandcommunities.nsw.gov.au](http://www.educationandcommunities.nsw.gov.au)
- Emergency Management NSW – [www.emergency.nsw.gov.au](http://www.emergency.nsw.gov.au)
- Department of Community Services – [www.community.nsw.org.au](http://www.community.nsw.org.au)
- Mobile Children’s Services Association of NSW – [www.mcsa.org.au](http://www.mcsa.org.au)
- NSW Family Day Care Association – [www.nswfdc.org.au](http://www.nswfdc.org.au) » NSW Ministry of Health – [www.health.nsw.gov.au](http://www.health.nsw.gov.au)
- NSW Police - [www.police.nsw.gov.au](http://www.police.nsw.gov.au)
- NSW Rural Fire Service - [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)
- NSW State Emergency Services – [www.ses.nsw.gov.au](http://www.ses.nsw.gov.au)
- Work Cover Authority of NSW - [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

### Sources

- Australian Children’s Education & Care Quality Authority.
- 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 Framework (2020).
- Fire Protection Association Australia  
<http://www.fpaa.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)
- Fire System Services  
<http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>
- Revised National Quality Standard 2018
- Children’s Services Central. (2012). *Managing emergency situations in education and care services*. PSC National Alliance:  
<https://www.echr.edu.au/docs/default-source/resources/ipsp/managingn-emergency-situations-in-education-and-care-services.pdf?sfvrsn=8>

### Links to other Policies:

Acceptance and Refusal of Authorisations Policy  
Arrival and Departure Policy

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Incident, injury, trauma and Illness Policy  
 First Aid Policy  
 Family Participation and Communication Policy  
 Supervision Policy  
 Work, Health and Safety Policy  
 Record keeping Policy

**Attachments to this policy**

Attachment A: Emergency Procedures (To be displayed on the wall)

Attachment 1A: Lockdown Procedures

Attachment B: Floor Plan (To be displayed on the wall with the  
 Emergency Procedures)

Attachment C: Emergency Drill Rehearsal Summary

Attachment D: Risk Assessment Tool

Attachment E: Fire/Emergency Prevention Measures

Attachment F: Lanyards for checking areas during an emergency

Attachment G: Emergency Communication Procedure.

Policy Reviewed	Modifications	Next Review Date
June 2018	Updated the references to comply with revised National Quality Standard and new Policy Format. Added information to this policy to make it more comprehensive.	June 2019
June 2020	Updated wording such as Nominated supervisor to Responsible person. Folders to registers etc Updated sources. Reviewed and amended attached procedures Added new Emergency Communications Procedure	July 2021
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