



Collard Family Kindergarten

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Emergency Evacuation Policy

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.

National Quality Standard (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 NSW

97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168	Education and Care Services must have policies and procedures

Related Policies

Lockdown Policy
Acceptance and Refusal Authorisation Policy
Arrival and Departure Policy
Incident, Illness, Accident and Trauma Policy
Family Communication Policy
Supervision Policy
Health and Safety
Retention of Records Policy

PURPOSE

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

SCOPE



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

IMPLEMENTATION

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 Service's environment. It is a risk to an individual's health and safety. It is important that Services 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
- Fire in the surrounding area where the Service is in danger (If you are unsure how close the fire is call; Local Fire Station: **94366429**)
- Flood (call State Emergency Service – **132500**)
- Terrorist threat **000**
- Others may include: gas explosion, traffic accident or event which could render the building unsafe **000**

Emergency and Evacuation Drills

- Maintain an up-to-date register of emergency telephone numbers that must be taken in an emergency or evacuation. Place 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.



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- 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 term so that all children and staff have experienced an evacuation.
- A record will be kept to ensure 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.
- 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 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.



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- 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.

Jurisdiction specifications

Victoria (VIC)
<ul style="list-style-type: none">• Community Child Care Association - www.pscvic.org.au• Country Fire Authority Victoria – www.cfa.vic.gov.au• Department of Education and Early Childhood Development - www.education.vic.gov.au/licensedchildservices• Department of Health – www.health.vic.gov.au• Department of Human Services – www.dhs.vic.gov.au• WorkSafe Victoria – www.worksafe.vic.gov.au• Victoria Police – www.police.vic.gov.au• Victoria State Emergency Service – www.ses.vic.gov.au

Source

<ul style="list-style-type: none">• 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 Standard.• 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• Department of Education and Early Childhood Development Victoria http://www.education.vic.gov.au/Documents/childhood/providers/support/SampleCSEMPlan.pdf• ATTFS http://www.atts.com.au/Fire-Services• Fire System Services



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<http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>

- Revised National Quality Standard 2018

Review

Policy Reviewed	Modifications	Next Review Date
February 2019		February 2021
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