Emergency Management and Evacuation Policy

NQS

| QA2 | 2.3.3 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |

National Regulations

| Regs | 168(2)(e) | Policies and procedures in relation to emergency and evacuation |
|      | 97        | Emergency and evacuation procedures |
|      | 98        | Telephone or other communication equipment |

EYLF

| LO3 | Children become strong in their social and emotional wellbeing. |

Aim

In the event that the service needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

Related Policies

Emergency Service Contact Policy
Lockdown Policy
Incident, Injury and Trauma and Illness Policy
Administration of Authorised Medication Policy
Death of a Child Policy
Medical Conditions Policy
Implementation

Our service will conduct a risk assessment to identify potential emergencies that could affect our service and use this to prepare emergency and evacuation procedures. An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc.

Emergency and Evacuation Procedures and Drills

- Emergency and evacuation procedures that are based on the service’s floor plans will be prominently displayed in the following locations that are near each exit.
- The service will maintain an up-to-date and compact register of emergency telephone numbers that must be taken in an emergency or evacuation that is to be located in the sign in and out book.
- Emergency telephone numbers will be displayed prominently throughout the service in the kitchen, childcare room and office.
- Fire extinguishers, fire blankets and other emergency equipment will be tested as recommended by the manufacturer by recognised authorities. All tests must be documented.
- The Nominated Supervisor is responsible for ensuring that all educators, including relief educators and staff members, are aware of the service’s policy and procedures relating to Emergency Management and Evacuation.
- Informal games and discussions will be used to familiarise children with the service’s evacuation and emergency procedures.

Rehearsal Evacuation Drill (Every Three Months)

- The service will add to each child’s sense of security, predictability and safety by conducting rehearsal evacuation drills every three months (in accordance with the season, ie. Winter drill, Spring Drill). All persons present at the service during the evacuation drill must participate accordingly.
- Rehearsal evacuation drills must be documented.
- The educator places a fire symbol for another user to find and sound the alarm (smoke alarm). When the alarm is heard, the children will drop what they are doing and go with an educator to the designated safe area. This safe area may be a designated area outside the services boundary and will be determined by the location of the fire symbol. This procedure will be necessary to allow emergency vehicles access without risk to educators or children.
- Our service’s emergency and evacuation safe area is located in the garden playground area.
Role of Educators

- Immediately when the alarm sounds, educators will return to the group with which they are working if it is safe to do so. Educators will then assist with the evacuation.
- Educators are to ensure that sign in/out rolls remain in the vicinity of that particular group of children at all times and if evacuation is required that a primary carer collect that roll in the process of evacuating children.
- After the alarm has been raised, group children and evacuate through the nearest exit to the designated safe area with the children’s sign in/out roll.
- Primary carer to call roll and settle children.
- Supervise and reassure children.

Nominated Supervisor’s Role:

- Collect educator sign in book, a phone, emergency backpack.
- Check toilet, kitchen, playrooms and cot rooms.
- Ring 000 as soon as possible.
- Follow children and other educators to designated area.
- Oversee and check attendances of children, educators, volunteers, families and visitors.
- Supervise and reassure children.

Emergency Communication Plan

- At all times, the service will have access to a telephone such as fixed-line telephone, mobile phone & video conferencing equipment.
- The service has a main telephone available in the main office and childcare room to be used during an emergency.
- If there is a loss of electricity, a backup telephone is available and always ready for use in the main office.
- If there is a complete loss of electricity and the telephones at the service are not available, a mobile phone will be provided and ready to use at all times to ensure educators can use it to make emergency contact.
Maintenance of Fire Equipment

All fire equipment at our service will be maintained as per the legal standards. Our equipment will be checked as required as per the timeframes as set out by the Shire of Manjimup.

Fire Fighting Equipment

<table>
<thead>
<tr>
<th>Special Fire Service</th>
<th>Inspection Procedures for FSI</th>
<th>Required Record Keeping for FSI</th>
<th>Maintenance Schedule</th>
<th>Annual Survey of Installation</th>
<th>Maintenance Standard or Building Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wk Mth 3 Mth 6 Mth 12 Mth 3 Yr 5 Yr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Extinguishers (Portable)</td>
<td>2</td>
<td>R-T</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

External agencies will be employed to assist the service with this maintenance if no currently employed educators are qualified to complete the maintenance checks.
Sources
Education and Care Services National Regulations 2011
National Quality Standard
Australian Standards 1851-2005 “Maintenance of Fire Protection Systems and Equipment”
Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996

Review
The policy will be reviewed annually.
The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: September 2013         Date for next review: September 2015