

# EMERGENCY EVACUATION POLICY

It is vital that if an emergency situation arises, it is handled effectively and efficiently. Ensuring that Educators and children know what to do in an emergency situation requires vigilant planning and practice.

Regularly practicing the drills for emergency situations also 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	
97	Policies and procedures in relation to emergency and evacuation
98	Emergency and evacuation procedures
168	Telephone or other communication equipment

## RELATED POLICIES

Lockdown Policy  
 Bushfire 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

Our Service has a duty of care to maintain the safety and wellbeing of each child, educator, and all using or visiting the Service during an emergency or evacuation situation.

## SCOPE

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 premises. Emergency situations may pose a risk to an individual's health and safety. It is important that services identify potential emergencies that may be specific to their location and environment.

To ensure compliance with National Regulations, our Service will ensure that:

- Emergency evacuation plans are displayed in prominent positions near each exit and in the centre.
- The plan includes a floor plan for ease of reference.
- Emergency evacuation rehearsals (drills) will be practiced every three months (twice in Term 1, five times in Term 2, twice in Term 3 and twice in Term 4) by the responsible person, all staff members, volunteers, and children present on the day.
- Each drill will be documented.
- The Nominated Supervisor will conduct a risk assessment to identify potential emergencies that are relevant to the service.
- Our emergency telephone list (located on the notice board) includes the numbers for:
  - Local fire station
  - State Emergency Services

Circumstances under which an emergency evacuation will occur may include:

- Fire within the building or playground.
- Fire in the surrounding area where the Service may be in danger: If you are unsure how close the fire is, phone your local fire station. Alternatively find and download a Fire Service app such as *Fires Near Me* (NSW), as telephone services can be disrupted during fires.

- Flood (call State Emergency Service).
- Terrorist threat.
- Other circumstances may include: gas explosion, traffic accident, or any event which could render the building unsafe.

## Procedures

- Our Service will maintain an up-to-date register of emergency telephone numbers. A copy of the current list will always be available in the emergency evacuation bag.
- Emergency telephone numbers will be displayed prominently on the noticeboard at the Service.
- National Regulations state that evacuation rehearsals are to be practiced every 3 months: However, to ensure best practice our Service will conduct emergency evacuation drills twice in Term 1, five times in Term 2, twice in Term 3 and twice in Term 4 so that all children and staff experience an evacuation on a regular basis.
- A record will be kept of children who participate in the emergency evacuation rehearsal at least 4 times per year.
- Each time an emergency evacuation drill is performed it is to be timed and documented in the *Emergency Evacuation Rehearsal Record*.
- After reflection, 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 make continuous improvement to procedures which will be documented in the Service's Staff Meeting minutes and Quality Improvement Plan.
- In the event of limited Educators (e.g. early morning or late afternoon), staff members are to work together to perform the duties as per the evacuation plan (the roster should support one Certified Supervisor being on the premises at all times to take responsibility and delegate duties). This scenario will be discussed and documented in the Service's Staff Meeting Minutes (WHS).
- All fire extinguishers, fire blankets, and other emergency equipment located throughout the service will be inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851: *Maintenance of Fire Protection Systems and Equipment*. This is arranged by Jannali East Public School.
- All tests performed on emergency equipment and the date on which it was tested will be recorded on a label or metal tag attached to the unit.
- The Nominated Supervisor is responsible for ensuring all educators, including casual staff members, are familiar with our Emergency Evacuation Policy and procedure.

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

## JURISDICTION SPECIFIC WEBSITE DETAILS FOR NSW

NEW SOUTH WALES (NSW)
<ul style="list-style-type: none"> <li>▪ NSW Police: <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a></li> <li>▪ NSW Rural Fire Service: <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a></li> <li>▪ NSW State Emergency Services: <a href="http://www.ses.nsw.gov.au">www.ses.nsw.gov.au</a></li> </ul>

### SOURCE:

Australian Children's Education & Care Quality Authority. (2014).

Australian Government – Emergency Services: <http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>

Children's Services Central. (2012). *Managing emergency situations in education and care services*. PSC National Alliance: <http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf>

Early Childhood Australia Code of Ethics. (2016).

Fire Protection Association Australia: [www.fpa.com.au/](http://www.fpa.com.au/)

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

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2017).

NSW Rural Fire Service: [www.rfs.com.au](http://www.rfs.com.au)

Revised National Quality Standard. (2018).

*Work Health and Safety Act 2011.*

### REVIEW

POLICY REVIEWED	NOVEMBER 2019	NEXT REVIEW DATE	NOVEMBER 2020
MODIFICATIONS	New policy drafted.		