



Emergency and Evacuation Policy

Background:

Emergency and evacuation situations in an education and care service can arise for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all educators, children, families and visitors to the centre are paramount and as such, Maryland Care & Early Education Centre 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 these situations

Aim:

This policy is to assist educators and staff to respond appropriately to any critical situation that may arise through the course of their working day and is a tool to ensure they are able to react in a manner that best ensures the safety of the children, families, visitors and staff.

Legislative requirements / Sources:

Education and Care Services National Regulations 2011:

97	Offence relating to the protection of children from harm and hazard
98	Emergency and evacuation procedures
168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

Children (Education and Care Services) National Law 2010:

167	Offence relating to protection of children from harm and hazard
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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 the relevant authorities, practiced and implemented
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to indemnify and respond to every child at risk of abuse or neglect

Quality Area 7: Governance and leadership

7.1	Leadership	Governance supports the operation of a quality service
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

Sources:

- ACECQA
- CELA
- Privacy and personal information Protection Act 1998
- WHS Regulations 2017

Implementation:

Maryland Care & Early Education Centre will:

- Conducting ongoing risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency situations
- Develop specific procedures around each potential emergency situation and ensure full awareness of all staff through the provision of professional development
- Ensure regular drills and evaluation of all emergency procedures to ensure ongoing quality improvement
- Discuss improvements that can be made at staff meetings

Risk Assessment for Potential Emergencies

In preparing emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our service. We identify these risks by using the Emergency Risk Assessment Tool. The risk assessment tool addresses the hazards, potential threats to the service, the level of risk of each and how we will prepare, reduce and manage them.

Risk Assessment steps:

- **Step 1:** Identify the hazard/potential emergencies/threats
- **Step 2:** Describe the risk – the risk each hazard creates for the children, families, staff, visitors at our service in relation to the key causes and consequences
- **Step 3:** Identify control measures we currently have in place to manage the risk
- **Step 4:** Rate the risk – Use the risk matrix to determine the overall rating of each risk
- **Step 5:** Treatments to be implemented – the risk rating will guide the extent to which to develop further treatments to reduce the risk
- **Step 6:** Re-assess the risk – once the treatments have been identified re-assess the level of risk on the basis of new treatments

The Approved Provider and Nominated Supervisor will:

- Work together with educators and staff to identify potential emergency and evacuation situations that may arise at our service and to identify all risks associated with such situations
- Ensure the development of an emergency evacuation floor plan in consultation with a professional emergency evacuation company. These floor plans are displayed in a prominent position near exits, including each room and that all staff are aware of their location.
- 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
- Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets and that staff are adequately trained in their use
- Ensure that emergency equipment is tested as recommended by recognised authorities
- Ensure smoke detectors are checked regularly
- Ensure that up to date portable emergency contact lists are held in each room within the centre and that evacuation procedures include the carrying of this list by the **Area Warden** to the point of evacuation

Educators will:

- Assist the Nominated Supervisor in identifying risks and potential emergency situations
- Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations
- Ensure they are aware of the placement of telephones, centre mobiles and emergency equipment and are confident in their ability to operate them
- Discuss with children the scenarios and process of an evacuation

Communication and display of emergency and evacuation procedures

The Approved Provider and Nominated Supervisor will:

- Ensure the emergency evacuation procedures and floor plans are displayed in a prominent position near each exit and that all staff and educators are aware of these
- Ensure all staff are trained in emergency evacuation procedures
- Ensure all staff are aware of emergency evacuation points
- Ensure that families are reminded (through signage, documentation and newsletters) of the emergency procedures in place at the service

Educators will:

- Contribute to the development of emergency and evacuation procedures
- Ensure they are aware of the emergency evacuation procedures
- Ensure the emergency evacuation procedures and floor plan are displayed

Scheduled and spontaneous rehearsals of responses to emergency situations

The Approved Provider and Nominated Supervisor will:

- Provide educators and staff with specific procedures around all emergency situations
- Ensure that the evacuation procedures are in accordance with the evacuation floor plan
- Ensure that rehearsals of evacuation procedures are regularly scheduled, every 3 months as a minimum and that the schedule maximises the number of children and staff participating in the procedures
- Ensure that staff are aware of when scheduled emergency evacuations are to take place
- Ensure that spontaneous rehearsals also take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events
- Provide staff and educators with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their evacuation and emergency procedures

Educators and staff will:

- Be aware of upcoming scheduled emergency evacuations and be ready in the event of a spontaneous simulated evacuation
- Provide children with learning opportunities about emergency evacuation procedures
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills
- Involve children in rehearsal of emergency situations by picking the scenario and hiding the fire poster.

Documentation and record keeping

The Approved Provider and Nominated Supervisor will:

- Ensure all scheduled, spontaneous and actual evacuations are documented, reviewed and evaluated
- Ensure all staff are provided with feedback forms after each evacuation
- Ensure all emergency contact lists are updated as required
- Ensure the Emergency and Evacuation Policy is readily accessible to all staff, educators, families and visitors and ongoing feedback on this policy will be invited
- Submit notifications of serious incidents online via the National Quality Agenda IT (NQA ITS)

Educators and staff will:

- Ensure that feedback and evaluation forms are filled out promptly after each scheduled, spontaneous and actual event

Families will:

- Ensure their child is signed in when arriving at the service and signed out on departure of the service
- Provide emergency contact details on their child's enrolment form and ensure these are kept up to date
- Follow the direction of educators and staff in the event of an emergency and when rehearsing emergency procedures

Review:

This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy will be reviewed every 2 years. This policy is available in other languages upon request.

Last Review: March 2024

Next Review: March 2026