



Emergency and Evacuation Policy

Policy Number: 13

Date Updated: 19/11/18

Rationale and Policy Considerations

All children, employees and contractors within the service have a right to a safe environment that is free from hazards that may cause harm or injury. The service has a duty of care to respond effectively to accidents and emergencies that occur at the service.

Legislation and Government Requirements

- Education and Care Services National Law (WA) Act 2012.
- Education and Care Services National Regulations 2012.

Needs

Children's

Appropriate care in the event of an accident, and protection from disasters.

Families'

To feel confident that their child's safety is being assured, and that the service is a safe place.

Educators

Well planned and practised emergency/evacuation procedures. Appropriate allocation of resources to maintain a safe environment.

Management

To minimise legal liability of the service and ensure safety issues are brought to their attention.

Scope

This policy is written for children, families, staff and visitors of Merino Court Childcare Centre

Policy Statement

The education and care service aims to provide a safe environment in which children may play in and explore their world free from harm. If an emergency or natural disaster occurs at the service the children and educators will be well practised in the required procedures to ensure as far as possible the safety and well-being of each person present.

Policy Principles

- The emergency evacuation floor plan and instructions will be clearly displayed near the main entrance and exit in each room, to be followed by the nominated supervisor or educator/staff member in the event of fire, natural disaster or other emergency.
- A risk assessment to identify potential emergencies that are relevant to the service will be conducted by the approved provider/nominated supervisor.
- Families will be provided with a copy of the emergency evacuation procedures on request.
- Each educator/staff member will be provided with a copy of the emergency procedures.
- Staff will explain safety routines and evacuation procedures to children on a regular basis.
- Staff will be aware of their responsibilities during an emergency
- All staff on the premises are expected to be available during an emergency regardless of whether they are on a break.
- All fire hydrants, blankets and smoke detectors will be checked regularly as per manufacturers instructions.

Emergency Drills

- Safety drills involving educators and children will be regularly practised randomly without warning and at different times of the day. The centre will conduct at least four emergency drills in any 12-month period or within two months of any new staff starting.
- A record of each drill of emergency procedures will be made on an **Evaluation of Emergency Evacuation Drills form**, and retained for a period of 3 years from the day on which the record was made.
- Issues identified during drills will be addressed

Evacuation of the centre

- Evacuation out of the service may be for any reason including but not limited to gas leak, fire, snake, unwelcome visitor, intruder, or earthquake.
- The service's evacuation plan will include:
 - The determination of a safe assembly area, away from the building and access areas for emergency services, with its own escape route.
 - A second stage assembly area will be identified in the event that the first assembly area becomes unsafe.
 - Unobstructed routes for leaving the building which are suitable to the ages and abilities of the children. (Special consideration must be given to the evacuation of children with disabilities.)
 - The setting up of an emergency pack which is stored in an easily accessible place and includes items such as blankets, first aid kit etc.
 - Nominating who will collect the attendance roll, parents/guardians emergency contact numbers and educator/ staff roster and once at the assembly area check the roll and roster to ensure that all children and educators are present.
 - Maintaining a current list of emergency services contact numbers and nominating who will be responsible for phoning the relevant service.
 - Determining who will check the building is empty and close all doors and windows to contain the spread of fire.
 - How the children will be supervised at the assembly area.

Evacuation into the centre

- Evacuation into the service may be for a variety of reasons including but not limited to bee swarm, rioting, snake, threatening person.
- Where a situation arises which requires the bringing of the children into the service in order to secure their safety, the nominated supervisor/educators members will:
 - alert all other educators members of the need to bring children into the service, using an agreed signal i.e. whistle;
 - gather children together into the building, in a safe and non-hurried manner and collect attendance roll, parent's emergency contact phone numbers, and educator roster. Once everyone is together, the nominated supervisor or an educator/staff member will check the roll and roster to ensure that all educators and children are present;
 - educators will quietly and quickly walk around and lock doors and windows to secure the building;
 - the nominated supervisor or an educator member will contact the police to advise them of the situation, including information about any missing children or educators.

Lunch period evacuations

- During lunch times the service will ensure that any additional educators that are on the premises assist with the evacuation of children.
- On hearing the alarm, any educator member not directly caring for children at the time of the emergency, which could include the nominated supervisor, food coordinator, administration assistant, or educators on their lunch break but still on the premises, will check each room to see who requires assistance to evacuate children safely from the premises.
- Educators will check those rooms closest to the potential threat and where children or babies are known to be resting first.
- Other adults on the premises at the time of the emergency, such as a parent or trades person, may be asked to assist in the evacuation if required.

Fire

- The service will comply with any relevant fire safety requirements of the appropriate Fire and Emergency Services Authority.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444.
- Educators will be instructed in the operation of fire extinguishers by authorised trainers.
- Educators will only attempt to extinguish fires when all of the following is assured:
 - the children have been evacuated from the room;
 - the fire is very small;
 - there is no danger to the person who will operate the extinguisher;
 - the operator is well trained and confident in the use of the extinguisher.
- Smoke detectors will be fitted in accordance with the manufacturer's instructions and will be placed to provide adequate warning of smoke and so that educators will hear the alarm from anywhere within the education and care premises. The approved provider/nominated supervisor/coordinator will ensure that these devices are maintained in working order. A maintenance schedule will be kept to confirm regular checks occur.
- When the emergency services arrive the nominated supervisor or educator will inform the officer in charge of the nature and location of the emergency and of any missing children or educators.
- No-one will re-enter the building until advised it is safe to do so by the officer in charge.

Critical Incident Management

- Any unwelcome, violent or abusive visitor or intruder (including anyone adversely affected by alcohol or drugs) will be calmly asked to leave the service. Refusal to leave will necessitate the nominated supervisor or educator calling the local police for the removal of the unwelcome visitor. Educators will not at any time try to physically remove an unwelcome visitor. The service will establish a **Critical Incident Management Plan** that will isolate children and educators from a violent or abusive visitor or intruder, until such a time as the police arrive to take control of the situation. The plan will include a warning signal that will alert all educators to the danger of the situation.

Procedures

FOR DISCOVERY OF FIRE:

1. Remove all children from the immediate danger area. If possible close the door to confine the fire.
2. Raise the alarm, shout "Fire!" and the location, and blow whistle continually until it is confirmed that everyone has heard. Whistles are located in the office, Possum's room, kitchen, eating area and outdoors.
3. Parents on premises and staff on breaks will assist children to move to designated areas.

Possum's

1. Go out through side door gate and assemble at bottom of driveway.
2. Kitchen and office staff to assist if it is safe to move through into the room.
3. Senior staff are to check that all children are out, close any doors/windows,

Goanna's

1. Office staff are to collect mobile phone and ipad.
2. If indoors, move to foyer gate, children to hold the fire rope hanging on wall and walk outside to bottom of driveway.
3. If outdoors, children are to go through the side gate and move to the bottom of driveway.
4. Senior staff will check all children are out, close all windows and doors and grab the phone, ipad and emergency bag located in the office, if it is safe to do so..
5. Call fire brigade from phone if safe or use mobile.

#schoolies

1. If fire inside building, move outside and around to the side gate and down to the bottom of the driveway.
2. If fire outside, move through building and out to the bottom of the driveway.

NO-ONE IS TO RE-ENTER THE BUILDING UNTIL ADVISED IT IS SAFE BY HEAD PERSON.

Fire extinguishers are located on the kitchen wall and should only be used if safe, when children are evacuated and by someone who is familiar with the use of them. The fire blanket is located on the wall under the fire extinguisher in the kitchen and should be used for small fires and for wrapping children where fire has posed a danger.

SEVERE STORM

1. Prepare for storm by packing away outdoor equipment.
2. Remain calm
3. Stay indoors, the safest place is in the sleep room.
4. Report any damage to the co-ordinator

EARTHQUAKE

1. Remain calm
2. If indoors, shelter in doorways or under tables in corners away from windows.
3. If outdoors, open spaces are considered the safest.
4. After quake, check for injured people - do not move them unless there is risk of further injury.
5. Survey pathway to evacuation area and, if safe, move children to designated area as per fire evacuation procedure.
6. Report any damage to head person - building, gas, electricity or water.

BOMB THREAT

Upon notification of a bomb in the building, the head person will:

1. Contact police
2. Prepare staff to evacuate the building
3. Check that exit paths and assembly areas are safe
4. Direct staff to collect ipads and fire bag.
5. Help babies evacuate the building leaving doors open.
6. Wait for police

Related Documents

- **Education and Care Services National Law Act 2010(Vic)** - Part 6 169; 174
- **Education and Care Services National Regulations:** 4, 12; 85 - 89; 97; 136 - 137(e); 168(2) (b)(e); 245
- **National Quality Standard for Early Childhood Education and Care and School Age Care (Oct 2011)** - Element 2.1.4; Element 2.3.1; Element 2.3.2; Element 2.3.3
- **Early Years Learning Framework for Australia**
- **Framework for School Age Care in Australia**
- **Critical Incident Management Plan**
- **Cyclone Plan**
- **Educator/staff Code of Ethics**
- **Evaluation of Emergency Evacuation Drill Form**
- **First Aid Box Checklist**
- **Procedure for dealing with snakes**

Links to other policies

- Maintenance of a Safe Environment
- Occupational Safety and Health
- Supervision

Sources

www.pscalliance.org.au

Further Sources

National Health and Medical Research Council - *Staying Healthy in Child Care - 4th Edition 2005* - Retrieved 20 March 2012, from www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch43.pdf

Fire Protection Association Australia (FPAA) website - Retrieved 20 March 2012, from www.fpaa.com.au

St John Ambulance - First Aid Fact Sheets - Retrieved 20 March 2012, from www.stjohn.org.au/index.php?option=com_content&view=article&id=22&Itemid=34

St John Ambulance - First Aid Kits - Retrieved 20 March 2012, from www.stjohn.org.au/index.php?option=com_content&view=article&id=18&Itemid=29

Document History

Version	Date updated
Emergency and Evacuation Policy	6/3/14
Emergency and Evacuation Policy	27/07/2017