

INTRODUCTION

BDCS 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 handling these situations including:

- Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations;
- Developing specific procedures around each potential emergency situation and ensuring full awareness by all staff through the provision of professional development;
- Ensuring regular rehearsal and evaluation of emergency and evacuation procedures.

OVERALL GOALS – What are we going to do?

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre is paramount.

OVERALL STRATEGIES – How will it be done?**Risk Assessment for Potential Emergencies**

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our service.

The Emergency Management Folder is kept in the service office and contains:

- Detailed risk assessment and control measures of potential emergencies the service may be exposed to. Documentation is assessed and updated periodically and when needed as circumstances change.
- Detailed, specific procedures to follow in the event of any emergency or evacuation including:
 - Natural disaster
 - Fire or smoke
 - Bomb threat
 - Snake or other potentially dangerous animal
 - Act of terrorism
 - Chemical or hazardous leaks and spills
 - Loss of power or water
 - Intruders
 - Outbreak of infectious disease or illness
 - Death of a child or adult
- A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position in the foyer near each exit at the service.
- Staffing rosters ensure that at least one Educator who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training will be immediately available in the event of an emergency.

- Emergency telephone numbers are clearly displayed above every telephone.

Discovering an Emergency

- Educators who discover an emergency are required to alert the Responsible Person immediately so that they can determine and implement control measures.
- After immediate assessment, the Responsible Person will then call LOCKDOWN, LOCKOUT or an EVACUATION depending on the type of emergency.

Evacuation Drills and Emergency Evacuation

- There is a large emergency cot that is to be used for any children not walking during evacuations. This cot is to be checked regularly and maintained in a sturdy condition to ensure its safety at all times.
- Emergency whistles are provided in designated areas throughout the service. Whistles are only to be used for evacuation purposes.
- Evacuation drills are carried out every three months without notice, at different times of the day, in accordance with the Education and Care Service National Regulations.
- Prior to the drill, a Nominated Supervisor is assigned to the event. This Nominated Supervisor is required to complete the steps below:

- 1) Conduct the *Emergency Evacuation Drill Risk Management Plan*.
- 2) Fill in the relevant fields of the *Emergency Evacuation Drills Permission Note* and distribute to the services families for all children attending on the day of the Emergency Evacuation drill. All children require permission notes before taking part in an evacuation drill.
- 3) Compile the Class roll & staff attendance/parent, carer, contractor attendance list that will be present at the evacuation drill.
- 4) On the day of the drill remind staff and families that the evacuation drill will be commencing that day.
- 5) Assign tasks to all staff on site.

When it's time for the emergency evacuation drill call LOCKDOWN or EVACUATION and the type of emergency and where the emergency is (eg. Fire in the Kitchen). Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.

- 6) Follow the relevant procedure for your emergency until the emergency evacuation drill is finalised.
- 7) Complete the Emergency Evacuation Drill Form ensuring to provide relevant details including the date, time, how many people are in the building according to attendance registers, how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any), any problems encountered, weather conditions, and any additional notes. This documentation is kept for a minimum of three years.
- 8) Send a copy of all forms to administration.

After the Emergency is Over

- In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.
- If able to return to the building, with reassurance and calmness, walk back to the centre following the safety procedures, recheck that all children have returned and discuss as developmentally appropriate the emergency that has taken place.
- Consider counselling services for anyone affected by the emergency.

ROLES AND RESPONSIBILITIES

The Approved Provider will:

- Ensure that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).
- Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations.
- Ensure the following documents are attached to this policy:
 - risk assessment – reviewed at least on an annual basis;
 - emergency and evacuation procedures; and
 - emergency evacuation floor plan.
- 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

The Nominated Supervisor will:

- Implement duties as listed above and directed by the Approved Provider.
- Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these.
- Ensure that all staff are trained in the emergency evacuation procedures.
- Ensure that all staff are aware of emergency evacuation points; and
- Ensure that families are regularly reminded of the emergency procedures in place at the service.
- Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures.
- Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events;
- Provide staff with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.
- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed.
- Ensure all staff are provided with feedback forms after each evacuation.
- Ensure all emergency contact lists are updated as required.

Educators and staff will:

- Ensure the sign-in log accurately records attendance of each child.
- Ensure the time of arrival and departure is noted in the sign-in book for every child.
- Sign yourself in/out on the staff attendance record.
- Display the emergency procedure plan for your room in a prominent position.
- Practice the external procedure by different exits.
- Practice the internal procedure.
- Familiarise yourself with evacuation procedures in each area of the service.
- Familiarise relievers, students and visitors with the procedure at the beginning of the shift.
- Ensure all items in emergency bags are present.
- Check the number of children in your care regularly throughout the day.
- 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.
- 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 operating communications equipment and emergency equipment and are confident in their ability to operate them.

Families will:

- Familiarise selves with the service's emergency and evacuation policy and procedures and the service's Emergency Management Plan.
- Ensure you complete the attendance record on delivery and collection of their child.
- Provide emergency contact details on their child's enrolment form and ensure that this is kept up to date.
- Follow the directions of staff in the event of an emergency or when rehearsing emergency procedures.

EVALUATION

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved. In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

RELATED LEGISLATION

- Children (Education and Care Services National Law Application) Act 2010 Sections 167, 169

- Education and Care Services National Regulations
- Work, Health and Safety Act 2011
- Work Health and Safety Regulation 2011 Regulation 43

LINKS TO

- Education and Care Services National Regulations: 97. 98. 168 (2) (e)
- National Quality Standards/Elements: 2.2

SOURCES

- Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745–2002)
- Department of Education: Incident Reporting

Policy Revision History

<i>Date</i>	<i>Authorised By</i>	<i>Description of Amendments</i>	<i>Sections affected</i>
Jan 2021	P. Ritchie – GM		

- **Review Date: Jan 2022**