

Document Name	Document Version Number	Review Date
Emergency and Evacuation Policy	1.0.1	May 2020
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16 May 2018	4988	Revised

### Purpose

Greater Hume Children Services Staff and Educators will develop plans to effectively manage incidents and emergencies in consultation with relevant authorities and that ensure that all plans are practiced and implemented.

### Scope

Staff, Management, Educators, Relief Educators, Educator Assistants, parent/guardians, visitors and volunteers.

### Definitions

**Educators:** are fully licensed registered educators in accordance with service policy and procedure.

**Relief Educators:** are fully licensed and registered relief educators in accordance with service policy and procedure.

**Educator Assistants:** Approved persons to provide care for no more than four hours in accordance to service policy and procedure

**Visitor:** any visitor to the service with the exception of Greater Hume Children Services Staff who have completed Working with Children Checks.

**Volunteer:** any person who participates in the program in an unpaid capacity

### Policy Content

Greater Hume Children Services will:

- i. ensure that Educators conduct an annual risk assessment on their properties and make themselves aware of potential hazards and high risk situations e.g. flood warnings, extreme fire warnings and other environment hazards, i.e. snakes.
- ii. ensure a copy of emergency plan and evacuation procedure is displayed on the Educators notice board or in a prominent position of the home.
- iii. ensure that additional assessments are undertaken in relation to properties identified as being remote or high risk.
- iv. ensure all required fire protection equipment is inspected by an authorised person every six months or after use. A copy of the certificate of inspection must be stored in the Educators file.
- v. educators are to practice emergency procedures with all children in care at least once every three months so that they, and the children are prepared for emergencies. A record of each emergency practice is to be taken and kept for a period of three (3) years after the practice.
- vi. ensure Educators develop an Emergency Evacuation Plan and in consultation with families.
- vii. ensure all Educators have ready access to an operating telephone or other similar means of communication at all time.

### **Links to Policy**

Incident Injury Trauma and Illness

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues

### **Links to Procedure**

Emergency and Evacuation Procedure

Incident Injury Trauma and Illness Educator Procedure

Incident Injury Trauma and Illness Office Procedure

### **Links to Forms**

Benefit Risk Excursion and Hazard Management Audit

Benefit Risk Assessment Activity

Emergency and Evacuation Plan

Emergency Evacuation Rehearsal Report

Home Premises or Venue Safety Audit

### **References**

National Health and Medical Research Council Staying Healthy in Childcare: Preventing Infectious Diseases in Child care

NSW Rural Fire Service <https://www.rfs.nsw.gov.au>

Country Fire Authority <https://www.cfa.vic.gov.au>

### **Responsibility**

Service Manager

### **Document Author**

Service Manager

### **Relevant Legislation**

Education and Care Services National Regulations

Education and Care Services National Law Act

Public Health Act (NSW)

Occupational Health and Safety Act

Work Health and Safety Regulation

### **Associated Records**

Nil