

Document Name	Document Version Number	Review Date
Emergency Evacuation Policy	1.0.2	March 2021
Date Adopted	Minute Number	Status
25 September 2019	5403	Revised

Purpose

Our education and care service 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 (see Medical Conditions Policy);

Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development;

Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Scope

Approved Provider, Nominated supervisor, educators, casual staff and families.

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2 Health and Safety

Definitions

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.

Policy Content

Ensuring 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.

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; and

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.

Links to Policy

Incident, Injury Trauma and Illness Policy
Delivery and Collection of Children
Enrolment and Orientation policy
Participation of Volunteers and Students
Providing a child safe environment

Links to Procedure

Emergency Evacuation Procedure

Links to Forms

Benefit risk hazard minimisation form'
Benefit risk excursion and hazard management plan
Emergency evacuation rehearsal form
Incident, injury and trauma form

References

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

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010: Sections 167, 169
Education and Care Services National Regulations: Regulations 97, 98, 168(2)(e)
Work, Health and Safety Act 2011
Work Health and Safety Regulation 2011 Regulation 43

Associated Records

Nil