



## Emergency and Evacuation Plans Policy (CHS 4)

### Policy Rationale

Implementing clear practices and strategies to manage emergencies will assist Preschool staff to respond calmly in the event of a real emergency. These strategies will also assist children to feel safe and secure in their environment.

Cooks Hill Preschool 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.

### Strategies, Practices and Procedures

#### 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 completed risk assessment and control measures of potential emergencies the service may be exposed to will be assessed and updated periodically and when needed as circumstances change. These risk assessments will be kept in the Emergency Management Folder in the excursion bag.
- From these risk assessments, specific procedures to follow in the event of any emergency or evacuation will identify emergencies into categories of LOCKDOWN or EVACUATION. Emergencies covered include natural disasters, fire or smoke, bomb threat, act of terrorism, chemical or hazardous leaks and spills, intruders,

potentially dangerous animals, loss of power/water, outbreak of infectious disease or illness and death of a child or adult.

- A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each emergency 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 or EVACUATION depending on the type of emergency.

### **Evacuation Drills and Emergency Evacuation**

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.

- Each drill is documented to include the date, time, how many people 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.
- Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.
- Emergency whistles are provided in designated areas throughout the service whistles are only to be used for evacuation purposes.

### **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.

**The Approved Provider will use best endeavours to;**

- 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 use best endeavours to;**

- 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 asked to contribute to feedback forms after each evacuation.
- Ensure all emergency contact lists are updated as required.

**Early Childhood Educators will use best endeavours to;**

- Ensure the sign-in book 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 need to;**

- 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

***Strategies and practices which will assist emergency and evacuation procedures include;***

Knowing the exact number of children in the Preschool will help staff quickly ascertain whether or not all children have been evacuated. For this reason, it is of utmost importance that families sign their child in and out of Preschool.

#### Links to Legislation & National Quality Standards

- Guide to the National Quality Standard. ACECQA (2011): 2.2
- Education and Care Services National Regulations 2011: 97, 98, 168(2)(e)
- Education and Care Services National Law Act 2010: Sections 167, 169
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011 Regulation 43 c
- Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745-2002)
- Department of Education: Incident Reporting
- This policy is adapted from Community Early Learning Australia (CELA).

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**Policy Updated:** JUNE 2019