

EMERGENCY AND EVACUATION POLICY

AIM:

To conduct ongoing risk assessments and reviews of potential emergency and evacuation situations, including medical emergency situations (*see Managing and Responding to Medical Conditions in Children Policy*);

To develop response procedures around potential emergency situations and cultivate an awareness of these procedures by staff and educators through the provision of professional development;

To ensure regular practice and evaluation of emergency and evacuation procedures.

RATIONALE:

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, educators, children, families and visitors to all Clarence Family Day Care premises or services are paramount and as such, this service is committed to identifying risks and hazards in the care environment, planning for their control, and conducting ongoing review of planned procedures for handling these situations.

PROCEDURES:

Coordinators and educators will work together to:

- ensure a risk management approach to emergency and evacuation situations.
- identify potential emergency and evacuation situations that may arise and to identify all risks associated with such situations.
- develop procedures to manage risks associated with emergency and evacuation situations.
- develop and maintain emergency evacuation floor plans, including strategies for relevant emergency situations. eg. flood/bushfire etc.
- ensure ready access to an operating telephone or similar means of communication.
- ensure ready access to emergency equipment such as fire extinguishers and fire blankets.
- ensure that emergency equipment is tested as recommended by recognised authorities.
- develop procedures to control the risks associated with emergency evacuations.
- ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit from the care area.
- contribute to the development of emergency and evacuation procedures.
- ensure they are aware of the emergency evacuation procedures .
- undertake regular rehearsals of responses to emergency situations.

- ensure evacuation drills are varied and consideration is given to relevant emergencies such as fire, flood, snake etc.
- refine risk management procedures around the safe evacuation of children.
- provide children with learning opportunities about emergency evacuation procedures; and
- report related areas of concern to the nominated supervisor.

Approved provider will:

- ensure that emergency evacuation floor plans and instructions are developed, maintained and displayed at each exit from the care area of the educators service.
- ensure that emergency and evacuation procedures are rehearsed by the nominated supervisor, staff and volunteers, educators and children provided with the service, every three months, as a minimum.

Documentation and record keeping

Nominated supervisor will:

- ensure that each educator makes and retains (*2 years*) a record of all scheduled evacuation drills held at the educators service.
- ensure that documentation for scheduled emergency evacuation drills at the educators premises are lodged with the coordination unit after each evacuation practice.
- ensure all scheduled drills and actual evacuations by educators are documented and reviewed.

Policy availability

The Emergency and Evacuation Policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

Relevant Legislation: *Education and Care Services National Regulations 2011: cl. 97, 99 (4)(d)(ii), 168*
Work Health and Safety Regulation 2011 Regulation 43

Key Resources: *Community Childcare Cooperative Ltd (NSW) Sample Policy Template 2011*