



Emergency and Evacuation

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 preschool are paramount and as such, Kangaroo Valley Pre School 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.

Aims

Kangaroo Valley Pre school will:

- Conduct ongoing risk assessments and reviews of potential emergency and evacuation situations, including medical emergency situations (see also Dealing with Emergencies Policy);
- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development; and
- Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Strategies:

Risk management approach to emergency and evacuation situations

The Approved Provider and Nominated Supervisor will:

- Work together with staff to identify potential emergency and evacuation situations that may arise at this specific centre to identify all risks associated with such situations. This risk assessment will be attached to this policy and reviewed at least on an annual basis;
- Work together with staff to develop procedures to manage risks associated with emergency and evacuation situations. These procedures will be attached to this policy;
- Ensure the development of an emergency evacuation floor plan. This floor plan will be attached to this policy;
- 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; (staff are encouraged to carry a mobile phone which can be used in emergency situations.)
- 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; and
- Ensure that an up to date portable emergency contact list is held in the emergency bag and that evacuation procedures include the carrying of this bag by the room leader at the point of evacuation.

Educators will:

- 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; and
- Ensure they are aware of the placement of operating communications equipment and emergency equipment, and are confident in their ability to operate them.

Communication and display of emergency and evacuation procedures

The Approved Provider and Nominated Supervisor will:

- 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.

Educators and staff will:

- Contribute to the development of emergency and evacuation procedures;
- Ensure they are aware of the emergency evacuation procedures; and
- Ensure the emergency evacuation procedures and floor plan are displayed.

Scheduled and spontaneous rehearsals of responses to emergency situations

The Approved Provider and Nominated Supervisor will:

- Provide staff and educators with specific procedures around all potential emergency situations:
- Ensure that the evacuation procedures are in accordance with the evacuation floor plan;
- 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 staff are aware of when scheduled emergency evacuations drills are to take place;
- Ensure that spontaneous rehearsals also take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events; and
- Ask staff to provide feedback after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children. This is noted in the Emergency evacuation evaluation booklet.

Educators and staff will:

- Be aware of upcoming scheduled emergency evacuations, and be ready in the event of a spontaneous simulated evacuation;
- Will provide children with learning opportunities about emergency evacuation procedures; and
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.

Documentation and record keeping

The Approved Provider and Nominated Supervisor will:

- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed;
- Ensure all staff are asked for feedback after each evacuation; and
- Ensure all emergency contact lists are updated as required.

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.

Review

Management and staff will monitor and review the effectiveness of the emergency and evacuation policy regularly. Updated information will be incorporated as needed.

Preparing Emergency Procedures²

Emergency procedures must include:

- an effective response to an emergency;
- evacuation procedures;
- notification of emergency services at the earliest opportunity;
- medical treatment and assistance; and



- effective communication between the Nominated Supervisor or responsible person on duty and all persons at the service.

The emergency procedures in the emergency plan must clearly explain how to respond in various types of emergency, including how to evacuate children, staff and families from the service in a controlled manner.

The procedures should be written clearly and simple to understand. Where relevant, the emergency procedures should address:

- allocation of roles and responsibilities for specific actions in an emergency
- clear lines of communication between the person authorised to co-ordinate the emergency response and all persons at the service;
- the activation of alarms and alerting staff, children and families;
- the safety of all the people who may be at the service in an emergency, including visitors and tradespeople and children who will require special assistance to evacuate;
- specific procedures for critical functions such as a power shut-off;
- identification of safe places;
- distribution and display of a site plan that illustrates the location of fire protection equipment, emergency exits and assembly points;
- the distribution of emergency phone numbers, including out-of-hours contact numbers
- access for emergency services (such as ambulances) and their ability to get close to the service;
- regular evacuation practice drills;
- the use and maintenance of equipment required to deal with specific types of emergencies (for example, spill kits, fire extinguishers, early warning systems such as fixed gas monitors or smoke detectors and automatic response systems such as sprinklers); and
- regular review of procedures and training.

Emergency procedures must be tested in accordance with the emergency plan in which they are contained.

All educators and staff must be instructed and trained in the procedures.

(2) Safe Work Australia Managing the Work Environment and Facilities: Code of Practice (2011)



Procedures:

1. Emergency Risk Assessment
2. Dealing with Emergencies
3. Evacuation Procedure
4. Lock down
5. Bush Fire Survival Plan
6. A Medical Emergency
7. Responding to a Missing Child
8. Emergency Checklist

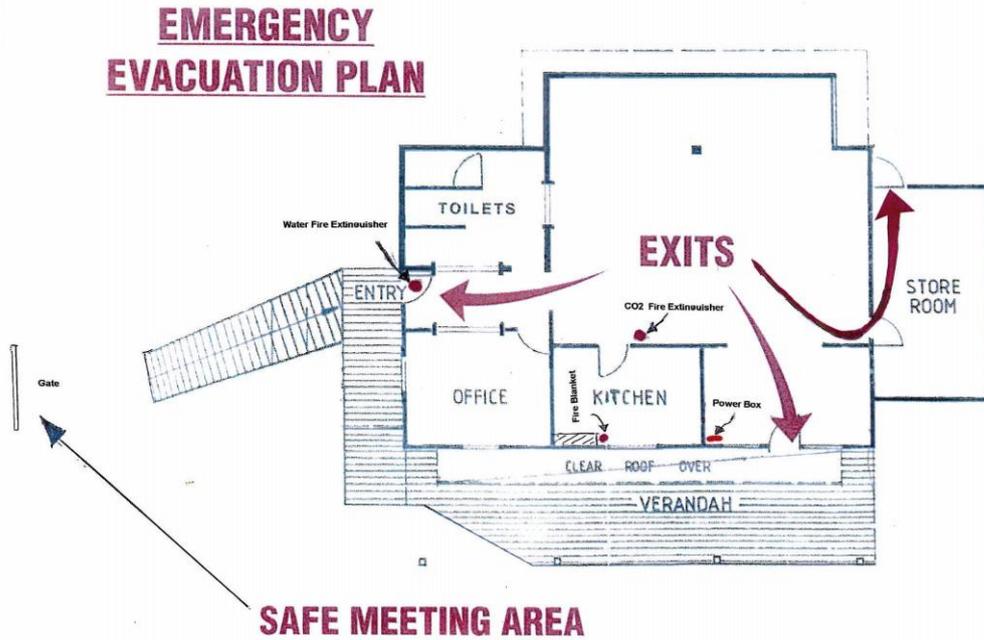
References:

Community Child Care Co operative: Emergency evacuation Policy

Statutory Legislation & Considerations

Education and Care Services National Regulations 2011 : 97,99 (4) (d) (ii), 168

Work Health and Safety Regulation 2011, regulation 43.





For the purposes of preparing the emergency and evacuation procedures, the approved provider of an education and care service must ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the service.

Emergency Risk Assessment (Regulation 97: Emergency and Evacuation Procedures)

Date:

Potential Emergency Situation identified	Potential Hazards identified as a result of emergency situation	Potential risks identified as a result of emergency situation	<u>Likelihood</u> Almostcertain Likely Possible Unlikely Rare	<u>Risk rating</u> (L/M/H) Low, medium, high	Control strategies to address risk Outline steps to take to maximise the safety of staff and children

Any Hazards / Risks identified are to be added to the “Hazard Identification, Assessment and Risk Control” form.

Emergency procedures to be updated in accordance with this form.