

EMERGENCY AND EVACUATION POLICY

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for emergency and evacuation and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

Emergency and evacuation situations in early education and care services may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency situation arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Ensuring that educators and children know what to do in an emergency situation requires vigilant planning and practice. Regularly practicing the drills for emergency situations also provides an opportunity to help support and build on children's coping mechanisms and resilience.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of SMCELC.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
136	First aid qualifications

168	Education and Care Services must have policies and procedures
170	Policies and procedures are to be followed
171	Policies and procedures to be kept available

RELATED POLICIES

Acceptance and Refusal Authorisation Policy	Family Communication Policy
Administration of First Aid Policy	Health and Safety Policy
Arrival and Departure Policy	Incident, Injury, Trauma and Illness Policy
Bush Fire Policy	Lockdown Policy
Child Safe Environment Policy	Retention of Records Policy
Enrolment Policy	Supervision Policy

PURPOSE

SMCELC has a duty of care to maintain the safety and wellbeing of each child, educator, and all persons using or visiting SMCELC during an emergency or evacuation situation. We are committed to identifying risks and potential hazards of emergency and evacuation situations by conducting thorough risk assessments on an annual basis and continually plan for further risk minimisation and improvement to our policy and procedures.

SCOPE

This policy applies to children, families, staff, management and visitors of SMCELC.

IMPLEMENTATION

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to persons, or damage to SMCELC's premises. Emergency situations may pose a risk to an individual's health and safety. It is important that Services identify potential emergencies that may be specific to their location and environment.

An emergency is any event, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of children at SMCELC.

(Guide to the NQF).

Circumstances under which an emergency evacuation will occur may include:

- Fire within the building or playground
- Fire in the surrounding area where SMCELC may be in danger
- Flood
- Cyclone, severe storm or dust storm or other natural weather event
- dangerous animal, insect or reptile
- Terrorist threat
- Other circumstances may include:

- o gas explosion, traffic accident, or any event which could render the building unsafe (eg: earthquake).

PLEASE NOTE: Our Bushfire Policy contains specific information about Bushfire Risk Management Plans and evacuation plans for Bush Fires.

To ensure compliance with National Regulations and National Law, SMCELC will ensure that:

- emergency and evacuation policies and procedures are available for inspection at SMCELC's premises at all times
- the Approved Provider will conduct an annual risk assessment to identify potential emergencies that are relevant to SMCELC
- relevant stakeholders/authorities are consulted for advice and guidance to improve risk mitigation strategies as part of our emergency and evacuation plan (police, fire, parents/families)
- consideration is made to evacuate infant/s and non-ambulant children evacuating the premises resulting in enhanced ratios
- emergency evacuation plans are displayed in prominent positions near each exit at SMCELC premises including both the indoor and outdoor learning areas
- the emergency and evacuation procedures include instructions for what must be done in the event of an emergency
- emergency evacuation plans include a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes from all locations within SMCELC
- all exits have exit signs clearly visible
- there are no obstructions in hallways, stairways or emergency exits
- all educators, including casual/relief educators and staff members, are familiar with our *Emergency and Evacuation Policy*, procedures and regulatory requirements
- new staff, volunteers and students are provided with information and training about our *Emergency and Evacuation Policy* and procedures during induction
- all staff, visitors and students are aware of emergency evacuation points and assembly areas
- staff are trained how to use emergency equipment such as fire extinguishers, fire blankets, hoses etc
- National Regulations state that emergency evacuation rehearsals (drills) are to be practiced and reviewed **every three months** by the responsible person, all staff members, volunteers, and children present on the day. However, to ensure best practice SMCELC will conduct emergency evacuation drills in a weekly block once a term so that all children and staff experience an evacuation on a regular basis.
- spontaneous rehearsals also take place during the year to assist in refining risk management procedures and evacuation procedures
- a record will be kept ensuring that all children participate in the emergency evacuation rehearsal at least **2 times** per year.
- each time a planned or spontaneous emergency evacuation drill is performed it is to be timed and documented in the *Emergency Evacuation Rehearsal Record*
- after reflection, notes on any areas that need improving or revising are to be documented in the *Emergency Evacuation Rehearsal Record*. Educators will discuss and implement strategies to make



continuous improvement to procedures which will be documented in SMCELC's Staff Meeting minutes and Quality Improvement Plan (QIP).

- in the event of limited educators (e.g., early morning or late afternoon), staff members are to work together to perform the duties as per the evacuation plan (the roster must include a Responsible Person being on the premises at all times to take responsibility and delegate duties). This scenario will be discussed and documented in SMCELC's Staff Meeting Minutes (WHS).
- children are provided with age-appropriate support and information before, during and after emergency and evacuation rehearsals (drills)
- all staff are aware of their roles and responsibilities in event of an emergency situation
- regular communication with families includes information about emergency and evacuation procedures
- families are informed when a rehearsal or drill has occurred
- each room has an *Emergency Evacuation Bag* located in a prominent position
- *Emergency Evacuation Bags* are regularly audited and restocked as required
- an up-to-date register of emergency telephone numbers for children is maintained. A copy of the current list will always be available in the *Emergency Evacuation Bag*
- portable First Aid Kits are readily available in case of an emergency evacuation
- all staff to hold current ACEQCA approved first aid qualifications, approved anaphylaxis management and emergency asthma management training
- Medical Management Plans for children are able to be accessed easily
- children's medication is collected during an evacuation
- all fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout SMCELC will be inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851-2012: *Maintenance of Fire Protection Systems and Equipment*.
- extinguishers will be emptied, pressure tested, and refilled every five years
- all tests performed on emergency equipment and the date on which it was tested will be recorded on a label or metal tag attached to the unit. Certificates to verify testing will be filed.
- ensure smoke detectors are regularly tested and batteries replaced annually
- staff and educators have access to an operating telephone or other means of communication at all times (mobile phone)
- emergency telephone numbers will be displayed prominently throughout SMCELC in the kitchen, office, staff room and each area where children are educated and cared for.
- our emergency telephone list (located next to the telephone) includes the numbers for:
 - Police
 - Local fire station
 - Rural Fire Service
 - State Emergency Services (SES)

Emergency and Evacuation Procedure Guidelines

As per regulation 97, the emergency and evacuation procedures must set out-

- a) instructions for what must be done in the event of an emergency; and



- b) an emergency and evacuation floor plan
- the Nominated Supervisor/Approved Provider will make the final call to whether to evacuate the premises due to an emergency situation
- contact 000 for local emergencies- provide name, address and nearest cross street, reason for evacuation, phone contact number, number of children and adults evacuating
- guidance will be provided by the relevant emergency service (Fire service, SES, Police)
- move all children and visitors to identified evacuation/emergency assembly area as indicated on the *Emergency and Evacuation Plan*
- collect Emergency Evacuation Bag, Medical Management Plans and associated children's medication
- collect First Aid Kit
- check daily attendance record and visitor record
- once children are safely evacuated, administer first aid if required
- remain calm and reassure children
- once emergency services arrive, contact parents/emergency contacts
- await instructions from relevant emergency services for re-entering premises or alternative evacuation procedure

Important:

Following the emergency evacuation, the educator will complete an *Emergency Evacuation Incident Report* and an *Incident, Injury, Trauma and Illness Record*. The approved provider will make a notification of a serious incident to a regulatory authority (within 24 hours) through the [NQA IT System](#) when emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.

Families will:

- ensure contact details are kept up-to-date
- provide emergency contact details on their child's enrolment form and advise SMCELC of any change of name or phone number
- ensure the attendance record for their child is completed each day
- ensure they are aware of SMCELC's *Emergency and Evacuation Policy* and procedures
- follow the directions of the Approved Provider/Incident Manager in the event of an emergency or evacuation

Dealing with Trauma

Emergencies and natural disasters are extremely stressful, and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many different ways. Children look to adults for reassurance, care and opportunities to share their feelings. It is important for educators to understand the impact of disasters and seek help when needed.

The Approved Provider/Nominated Supervisor will support educators to provide information to parents and families following any emergency or natural disaster including:

- will SMCELC be open in the days and weeks ahead?
- how to find alternative care and education
- how to contact services for support with dealing with trauma

Several organisations offer support for educators in these situations:

[Emerging Minds](#)

BeYou- [Trauma informed practice](#)

Preparing for an emergency

Australian Government Department of Education, Skills and Employment Resources

<https://www.dese.gov.au/child-care-package/ccp-resources-providers/help-emergency>

[Australian Government Bureau of Meteorology](http://www.bom.gov.au/) <http://www.bom.gov.au/>

JURISDICTION SPECIFICATIONS FOR EACH STATE

NEW SOUTH WALES (NSW)
<ul style="list-style-type: none"> • NSW Police: www.police.nsw.gov.au • NSW Rural Fire Service: www.rfs.nsw.gov.au • NSW State Emergency Services: www.ses.nsw.gov.au

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).

Australian Children’s Education & Care Quality Authority. (2021). Policy and procedure guidelines- *Emergency and evacuation guidelines*.

Australian Government Department of Education, Skills and Employment (2020). Help in an emergency

Australian Government – Emergency Services: <http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Regulations](#). (2011).

Fire Protection Association Australia: www.fpa.com.au/

Fire System Services: <http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework (2017). (Amended 2020).

NSW Rural Fire Service: www.rfs.com.au

Revised National Quality Standard. (2018).

Work Health and Safety Act 2011.



EMERGENCY EVACUATION PROCEDURE

Emergency and evacuation situations in early education and care services may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Working in conjunction with the *Emergency Evacuation Policy*, this procedure provides detailed steps for educators to confidently manage emergency situations effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Education and Care Services National Law or Regulations (R.1(d), 97, 98, 99, 136 and 168) NQS QA 2 Element 2.2.1, 2.2.2 Children's Health and Safety QA 7 Element 7.1.2 and 7.1.3 Governance and Leadership

Related Policy: Emergency Evacuation Policy

STEP 1: DURING AN EVACUATION	
1	Director/Nominated Supervisor/Responsible Person makes the final call for an evacuation/lock down/shelter-in place response
2	Nominated Supervisor/responsible person will activate the <i>Emergency Management Plan</i>
3	Nominated supervisor/responsible person will: <ul style="list-style-type: none"> Contact emergency services on 000 stating name and address of the education and care service and the nearest cross street SNOWY MOUNTAINS CARE & EARLY LEARNING CENTRE 1 BENT STREET, JINDABYNE NSW 2627 NEAREST CROSS STREET – CLYDE STREET State reason for evacuation, phone contact number and number of children and adults evacuating Liaise with emergency services for further instructions
4	Educator (or designated staff member) moves through the premises blowing a whistle: <ul style="list-style-type: none"> FIRE EVACUATION – 3 Whistle Blows LOCKDOWN – 1 Long Whistle Blow
5	Educators and staff will: <ul style="list-style-type: none"> remain calm and reassure children lead children to designated assembly point assist with the movement of babies, young children and any non-ambulant children search building/premises for children and/or visitors
6	Designated educator/staff member will: <ul style="list-style-type: none"> Collect staff sign-in sheets – iPad Deputy Application or back up sheet behind door

	<ul style="list-style-type: none"> Collect visitor sign-in sheets iPad Deputy Application 	
7	<p>Designated educator will use sign-in sheets to check that all children, staff and visitors are accounted for when assembled at designated location</p> <p>Respond to any direction given by the Nominated Supervisor</p>	
8	<p>Educators will support and supervise children until SMCELC is cleared by emergency services</p>	
9	<p>Designated First Aid Officer & Room Leaders will:</p> <ul style="list-style-type: none"> collect Emergency Evacuation Bag collect portable First Aid Kit gather copies of Medical Management Plans and required medication check room for children and adults while collecting these items close all windows and doors as you move through SMCELC, if possible shut off power, gas and water as required attend assembly point ensure support personnel have completed delegated tasks once children are safely evacuated, administer first aid if required respond to any direction given by the Nominated Supervisor 	
10	<p>Nominated Supervisor/Responsible Person will:</p> <ul style="list-style-type: none"> respond to requests from emergency services personnel confirm when evacuation/lockdown is completed provide information to other staff members to contact families when it is safe 	
11	<p>Management will:</p> <ul style="list-style-type: none"> communicate information to staff, children and visitors as appropriate provide instructions to parents/families as required contact parents/families as requested by the Nominated Supervisor/Responsible Person keep accurate records of children that may be collected by families during the evacuation by using the Deputy Application Sign Out 	

STEP 2: FOLLOWING AN EVACUATION

1	<p>Management will</p> <ul style="list-style-type: none"> send families a letter confirming the evacuation and procedures implemented if SMCELC is not able to continue to operate, notify families when it is safe to return and alternative options for education and care in the area complete the Emergency Evacuation Incident Report notify the regulatory authority within 24 hours- NQA IT System liaise with any attending emergency service for debrief and feedback on emergency procedure provide any post support to staff, children and families (i.e. mental health assistance) 	
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