

Annette's Place Inc

Emergency Evacuation Policy

It is vital that if an emergency situation arises, it is handled effectively and with consideration for all involved. Supporting Educators and children with an emergency situation requires vigilant planning and consistent implementation.

Effective management of emergency situations 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.

Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168	Education and Care Services must have policies and procedures

PURPOSE

We aim to maintain the safety and wellbeing of each child, educator and individual using the service during an emergency or evacuation situation.

SCOPE

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

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 the Service's environment. It is a risk to an individual's health and safety. It is important that Services define emergencies that are specific to their environment. A risk assessment for potential emergency situations at Annette's Place will be conducted.

We have a duty of care to provide all persons' with a safe and healthy environment. The National Quality Standard, Element 2.2.2 encourages Services to effectively manage incidents and emergencies in consultation with relevant authorities, and practiced and implemented to ensure best practice and the safety of children.

To ensure compliance with National Regulations, the emergency and evacuation procedure must set out

- Instructions for what must be done in the event of an emergency



Annette's Place Inc

Emergency Evacuation Policy

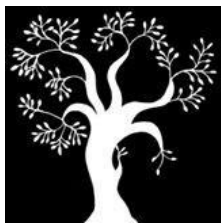
- An emergency evacuation floor plan

Emergency Evacuation plans must be practiced and reviewed at least every 6 months. Emergency Evacuation plans must be displayed in prominent positions near each exit with a compliant floor plan for ease of reference. The Approved Provider will ensure a risk assessment is conducted to identify potential emergencies that are relevant to the service when preparing the emergency and evacuation procedure.

Emergency and Evacuation Drills

- Emergency telephone numbers will be displayed prominently throughout the Service in the kitchen, office, staff room and each child carer room.
- National Regulations state that Emergency rehearsals (Evacuation or Lockdown) are to be practiced every 3 months.
- The evacuation is to be timed during rehearsal
- 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 improve these areas, which will be documented in the Service's Staff Meeting minutes and Quality Improvement Plan as required.
- In the event of an evacuation causing an inability to use Service phones, e.g. damaged phone lines, a communication plan will see a staff member use a mobile phone taken by a staff member as per our Emergency Plan.
- Inspecting, testing, and servicing fire extinguishers, blankets and other emergency equipment thoroughly is imperative to safety, and compliance to Australian regulations. The maintenance regime for the inspection and testing of fire extinguishers & hydrants is specified in the Australia Standard AS 1851 Maintenance of Fire Protection Systems and Equipment.
- All extinguishers have to be inspected at six monthly intervals.
- The tests and intervals are to be recorded on a label or metal tag attached to the unit.
- The Nominated Supervisor is responsible for ensuring all educators, including relief educators and staff members, are responsive to our Emergency Evacuation Policy and procedure.

Important: The notification of a serious incident to a regulatory authority (within 24 hours) is needed where emergency services attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.



Annette's Place Inc

Emergency Evacuation Policy

Source

- Australian Children's Education & Care Quality Authority.(2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Fire Protection Association Australia
<http://www.fpaa.com.au/>
- Australian Government – Emergency Services
<http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>
- Managing Emergency Situations_
<http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf>
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- NSW Rural Fire Service_
www.bushfire.nsw.gov.au
- Department of Education and Early Childhood Development Victoria_
<http://www.education.vic.gov.au/Documents/childhood/providers/support/SampleCSEMPPlan.pdf>
- ATFS
<http://www.atts.com.au/Fire-Services>
- Fire System Services
<http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>

Review

Policy Reviewed	Modifications	Next Review Date
January 2017 Aug 2017	Have updated and included Emergency Evacuation requirements outlined in the National Regulations Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes.	January 2018
October 2017	Updated the references to comply with revised National Quality Standard	January 2018
January 2018	<ul style="list-style-type: none">- Minor adjustment in Education and Care Services National Regulations section- Adjustment on page two in respect of revised NQS	January 2019