

Emergency and Evacuation / Lock Down

Policy introduction

Emergency and evacuation situations in an education and care program can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation / lock down situation, the safety and well-being of all staff, children, families and visitors to the program are paramount and as such, Weldon Children's Services is committed to identifying risks and hazards of emergency situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

Our policy in action

We will:

- Conduct ongoing risk assessments and reviews of all potential emergency and evacuation/lock down situations, including medical emergency situations (see medical conditions)
- 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/lock down procedures

Statutory legislation and considerations

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Work Health and Safety (WHS) Regulation 2011 (regulation 43)

Strategies for policy implementation

A risk management approach to emergency and evacuation/lock down situations

As the approved provider we will and our nominated supervisor will:

- Work together with staff to *identify potential emergency situations* that may arise at a specific program 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 all risks* associated with emergency and evacuation situations. These procedures will be attached to this policy
- Ensure the development of an *emergency evacuation floor plan/lock down plan*. These plans 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
- 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
- Ensure that up to date portable emergency contact lists are held in each room within each program and that the evacuation procedures include the carrying of this list by the room leader/educator to the evacuation point

Our educators/staff 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
- 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/lock down procedures

As the approved provider we and our nominated supervisor will:

- Ensure the emergency evacuation/lock down procedures and floor plans are displayed in a prominent position near each exit and that all educators and staff are aware of these
- Ensure that all staff are trained in emergency evacuation/lock down procedures
- Ensure that staff are aware of emergency evacuation points
- Ensure that families are regularly reminded of the emergency procedures at the program

Our educators/staff will:

- Contribute to the development of emergency and evacuation/lock down procedures
- Ensure that they are aware of the emergency evacuation/lock down procedures
- Ensure the emergency evacuation/lock down procedures and floor plans are displayed

Scheduled and spontaneous rehearsals of responses to emergency situations

As the approved provider we and our nominated supervisor will:

- Provide educators and staff 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/lock down procedures are regularly scheduled, every three months as a minimum, and that the schedule maximizes the number of children and staff participating in the procedures
- Ensure staff are aware of when scheduled emergency evacuation/lock down drills are to take place
- Ensure that spontaneous rehearsals also take place to ensure staff participate in the simulation of an unplanned emergency evacuation/lock down event
- Provide staff with rehearsal evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of all staff, children and visitors to the program

Educators/staff will:

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

Documentation and record keeping

As the approved provider we and our nominated supervisor will:

- Ensure all scheduled, spontaneous and actual evacuations/lock downs are documented and reviewed
- Ensure all staff are provided with feedback forms after each evacuation/lock down event
- Ensure all emergency contact lists are updated as required

Policy availability

- This policy will be readily accessible to educators/staff, families and visitors and ongoing feedback on this policy is invited

Review

- Management and staff will monitor and review the effectiveness of this policy regularly. Update information will be incorporated as required

Evaluation

- Educators and staff respond in a timely manner to emergency evacuation/lock down situations
- Children, educators/staff, families and visitors participate in regular evacuation/lock down rehearsals

Procedures

- Administer first aid
- Attendance record – sign in, sign out children
- Emergency evacuation / lock down evaluation
- Incident, injury, trauma, illness report
- Notification of serious incident
- Sign in, sign out – staff and visitors

Links to other policies

- The following policies may be linked to this policy:
- Providing a Safe Environment
- Work Health and Safety

The National Quality Framework

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011:97 (2) (3) (4), 99 (4) (d) (ii), 168 (2) (e)

National Quality Standard for Early Childhood Education and Care and School Age Care (Nov 2010)

QA 2 -Standard: 2.2 Element 2.2.1, 2.2.2, and 2.2.3

Sources

- Community Child Care Cooperative NSW – NQF Policies in a Box
- PSC National Alliance – IPSP Online Library – policies
- Children's Services Central Emergency Situations