



Emergency and Evacuation Policy

Quality Area 2:
Children's Health
and Safety

POLICY STATEMENT

East Lismore Community Preschool is committed to ensuring a safe environment for all children, staff and community participating at preschool

NATIONAL QUALITY STANDARDS

Element 2.2.1

Supervision – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Element 2.2.2

Incident and Emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities practised and implemented

Element 3.1.2

Upkeep - Premises, furniture and equipment are safe, clean and well-maintained

Element 6.2.3

Community engagement – The service builds relationships and engages with its local community

Element 7.1.2

Management systems – Systems are in place to manage risk and enable to effective management and operation of a quality service

AIMS

- To ensure an ongoing risk assessment and review of all potential emergency and evacuation situations
- To develop specific emergency and evacuation plans, practices and guidelines to appropriately manage emergency incidents and reduce risk
- To embed regular rehearsal and evaluation of emergency and evacuation procedures to ensure measures are working as planned
- To ensure an appropriate response following an emergency incident to meet the needs of the children, their families and staff
- To ensure all stakeholders are aware of their roles and responsibilities in providing a safe environment and how to respond during an emergency situation

IMPLEMENTATION – ROLES AND RESPONSIBILITIES

The Approved Provider is responsible for

- Ensuring that every reasonable precaution is taken to protect children being educated and care for by the Preschool from harm and from any hazard likely to cause injury (Section 167)
- Ensure the identification of potential emergency and evacuation situations that may arise at the Preschool and risks associated with such situations
- Ensure the following documents are attached to this policy
 - Risk Assessment – reviewed at least on an annual basis
 - Emergency and Evacuation Procedures
 - Emergency Evacuation Floor Plan
- Ensure all staff have access to an operating phone or similar means of communication and that emergency telephone numbers are displayed near telephones
- Ensure that all 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 by an approved technician where applicable as recommended by recognised authorities

The Nominated Supervisor is responsible for

- Implementing duties as listed above and directed by the Approved Provider
- Ensuring that every reasonable precaution is taken to protect children being educated and care for by the Preschool from harm and from any hazard likely to cause injury (Section 167)
- Ensuring that the emergency evacuation procedures and floor plan are displayed in the prominent positions as required by law and that all staff are aware of these
- Ensure that all staff are informed about and understand the Preschool's emergency procedures and plans and are trained in the emergency evacuation procedures
- Ensure that the emergency procedures in place at the service are communicated with families
- Ensure that rehearsals of evacuation procedures are regularly scheduled, at least every three months and that the schedule maximises the number of children and staff participating in the procedures
- Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events
- Seek feedback and critically reflect on each rehearsal to assist in refining risk management procedures
- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed
- Ensure all emergency contact lists are updated as required
- Ensure all items required in emergency are present and up to date including but not limited to portable first aid kit, Emergency Management Folder and safety vests
- Ensure appropriate documentation of an emergency by completing an emergency incident report

Early Childhood Teacher/Educators are responsible for

- Ensure the sign-in sheets accurately reflect the attendance of each child
- Ensure the time of arrival and departure is noted on the sign on sheets for every child
- Sign in/out on staff attendance sheet located in the office
- Familiarise yourself with evacuation procedures in each area of the Preschool
- Familiarise casuals, students and visitors to the Preschool with the procedures
- Check the number of children in your care regularly throughout the day
- Provide children with learning opportunities throughout the day
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation rehearsals
- Ensure the identification of risks and emergency situations are immediately passed onto the responsible person
- Assist in the development of procedures to minimise risk associated with emergency evacuations
- Ensuring they are aware of the location of communications equipment and emergency equipment and are confident in their ability to operate them

Families are responsible for

- Being familiar with the Preschool's emergency and evacuation policy, procedures and plans
- Ensure to sign your child in and out of preschool each day
- Provide emergency contact details on the child's enrolment form and ensure this is kept up to date
- Following the directions of staff in the event of an emergency or emergency procedure rehearsal

SOURCES

Community Early Learning Australia Sample Policy – Emergency and Evacuation
www.cela.org.au/wp-content/uploads/2017/06/emergency-and-evacuation.pdf

Guide to the National Quality Framework
www.acecqa.gov.au/sites/default/files/2020-01/Guide-to-the-NQF_2.pdf

SafeWork Australia
www.safeworkaustralia.gov.au/system/files/documents/1702/emergency_plans_fact_sheet.pdf

LEGISLATION

Education and Care Services National Law Act 2010: Sections 167, 169
Education and Care Services National Regulations: Regulation 97, 98, 168 (2)(e)
Work, Health and Safety Act 2011
Work Health and Safety Regulation 2017

AUTHORISATION

This policy was adopted by the Approved Provider of East Lismore Community Preschool at the committee meeting on 8th April 2020

REVIEW DATE

This policy will be monitored to ensure compliance with legislative requirements

This policy is set to be reviewed every 2 years unless required earlier due to changes in the workplace or legislative requirements.

Next review date April 2022