



## Emergency and Evacuation Policy

### **Background:**

Emergency and evacuation situations in an education and care service can arise for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all educators, children, families and visitors to the centre are paramount and as such, Maryland Care & Early Education Centre is committed to identifying risks and hazards of emergency and evacuation situations and planning for their reduction or minimization and ongoing review of planned actions around these situations

### **Aim:**

This policy is to assist educators and staff to respond appropriately to any critical situation that may arise through the course of their working day and is a tool to ensure they are able to react in a manner that best ensures the safety of the children, families, visitors and staff.

### **Legislative requirements / Sources:**

**Education and Care Services National Regulations 2011** Reg 85: Incident, injury, trauma and illness policies and procedures; Reg 86: Notification to parents of incident, injury, trauma and illness; Regulation 87: Incident, injury, trauma and illness record; Regulation 97: Emergency and evacuation procedures; Regulation 98: Telephone or other communication equipment; Reg 160: Child enrolment records to be kept by approved provider and family day care educator; Reg 161: Authorisations to be kept in enrolment record; Reg 162: Health information to be kept in enrolment record; Reg 168: Education and care services must have policies and procedures; Regulation 177: Prescribed enrolment and other documentation to be kept by the approved provider: 1(b) an incident, injury, trauma and illness record as set out in regulation 87; 1(c) a medication record as set out in regulation 92

**National Quality Standard: Element 2.3.3.** Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

<b>Implementation:</b>
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**Maryland Care & Early Education Centre will:**

- Conduct reviews of all potential emergency and evacuation situations including medical emergency situations
- 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 procedures

## **Risk management approach to emergency and evacuation situations**

**The Approved Provider and Nominated Supervisor will:**

- Work together with educators and staff to identify potential emergency and evacuation situations that may arise at our service and to identify all risks associated with such situations.
- Ensure the development of an emergency evacuation floor plan in consultation with a professional emergency evacuation company.
- 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 recognized authorities
- Ensure that up to date portable emergency contact lists are held in each room within the centre and that evacuation procedures include the carrying of this list by the **Area Warden** 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
- Ensure they are aware of the placement of telephones, centre mobile 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 plans are displayed in a prominent position near each exit and that all staff and educators are aware of these
- Ensure all staff are trained in emergency evacuation procedures
- Ensure all staff are aware of emergency evacuation points
- Ensure that families are reminded (through signage, documentation and newsletters) of the emergency procedures in place at the service

**Educators will:**

- Contribute to the development of emergency and evacuation procedures
- Ensure they are aware of the emergency evacuation procedures
- 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 educators and staff with specific procedures around all 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 3 months as a minimum and that the schedule maximizes the number of children and staff participating in the procedures
- Ensure that staff are aware of when scheduled emergency evacuations are to take place
- Ensure that spontaneous rehearsals also take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events
- Provide staff and educators with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their evacuation and emergency procedures

**Educators and staff will:**

- Be aware of upcoming scheduled emergency evacuations and be ready in the event of a spontaneous simulated evacuation
- Provide children with learning opportunities about emergency evacuation procedures i.e. practice get down low and go, go ,go
- 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 provided with feedback forms after each evacuation
- Ensure all emergency contact lists are updated as required
- Ensure the Emergency and Evacuation Policy is readily accessible to all staff, educators, families and visitors and ongoing feedback on this policy will be invited

**Educators and staff will:**

- Ensure that feedback and evaluation forms are filled out promptly after each scheduled, spontaneous and actual event

**Review:**

This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy will be reviewed annually. This policy is available in other languages upon request.

Last Review: July 2016

Next Review: July 2017