



Wattle Grove Out of School Hours Care/Vacation Care  
Cressbrook Drive, Wattle Grove NSW 2173  
Phone; 02 98254700  
[Wattlegrovekidsclub@optusnet.com.au](mailto:Wattlegrovekidsclub@optusnet.com.au)

# EMERGENCY AND EVACUATION POLICY

2020

## 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	
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168	Education and Care Services must have policies and procedures

## Purpose

Wattle Grove Out of School Hours Care has a duty of care to maintain the safety and wellbeing of each child, educator, and all using or visiting the Service during an emergency or evacuation situation. 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 premises. Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the service is paramount.

## Risk assessment for potential emergencies:

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our service.

The Emergency Management Folder is kept in the service office and contains:

- Detailed risk assessment and control measures of potential emergencies the service may be exposed to. Documentation is assessed and updated periodically and when needed as circumstances change.
- Detailed, specific procedures to follow in the event of any emergency or evacuation including:
  - Natural disaster
  - Fire or smoke
  - Bomb threat
  - Snake or other potentially dangerous animal
  - Act of terrorism
  - Chemical or hazardous leaks and spills
  - Loss of power or water
  - Intruders
  - Outbreak of infectious disease or illness
  - Death of a child or adult



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- A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position in the foyer near each exit at the service **(National Regulation 97(4))**.
- Staffing rosters ensure that at least one Educator who holds a current approved first aid qualification, anaphylaxis management training and emergency asthma management training will be immediately available in the event of an emergency **(National Regulation 136)**.
- Emergency telephone numbers are clearly displayed above every telephone.

### Discovering an Emergency

- Educators who discover an emergency are required to alert the whole service and immediately take necessary action.
- After immediate assessment, will then call LOCKDOWN or EVACUATION depending on the type of emergency .

### Evacuation Drills and Emergency Evacuation

- Evacuation drills are carried out every three months without notice, at different times of the day **(National Regulation 97(3)(a))**.
- Each drill is documented to include the date, time, how many people in the building according to attendance registers, how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any), any problems encountered, weather conditions, which staff and children were absent on the day of the drill and any additional notes. This documentation is kept for a minimum of three years **(National Regulation 97(3)(b))**.
- Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.
- There is at least one large emergency cot that is to be used for any children not walking during evacuations. This cot is to be checked regularly and maintained in a sturdy condition to ensure its safety at all times.
- Emergency whistles are provided in designated areas throughout the service whistles are only to be used for evacuation purposes.
- 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 the Service's Staff Meeting minutes and Quality Improvement Plan.

### After the Emergency is over

- In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.
- If able to return to the building, with reassurance and calmness, walk back to the service following the safety procedures, recheck that all children have returned and discuss as developmentally appropriate the emergency that has taken place.
- Consider counselling services for anyone affected by the emergency.
- Schedule the next emergency drill on a day that will ensure the children and staff who were absent will be able to participate in emergency practices.
- Document everything that happened good and or bad.



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## Responsibilities for the Approved Provider

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations and conduct a risk assessment of the whole service (**National Regulation 97(2)**).
- 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 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 educators/staff/children/volunteers present at the service are rehearsing emergency and evacuation procedures every 3 months and documented (**National Regulation 97(3)(a)**).
- Ensure all fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout the service will be inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851: *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.

## Responsibilities for the Nominated Supervisor

- Implement duties as listed above and directed by the Approved Provider.
- Contact local fire department to review emergency evacuation plans and procedures.
- Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these (**National Regulation 97(4)**).
- Ensure that all staff are trained in the emergency evacuation procedures.
- Ensure that all staff are aware of emergency evacuation points.
- Ensure that families are regularly reminded of the emergency procedures in place at the service.
- Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, 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.
- Provide staff with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.
- 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.



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- Our Service will maintain an up-to-date register of emergency telephone numbers. A copy of the current list will always be available in the emergency evacuation bag.
- Emergency telephone numbers will be displayed prominently throughout the Service in the kitchen, office, staff room and each classroom.
- 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 should support one Certified Supervisor being on the premises at all times to take responsibility and delegate duties). This scenario will be discussed and documented in the Service's Staff Meeting Minutes (WHS).

## **Responsibilities for the Educators**

- Ensure the sign-in accurately records attendance of each child.
- Sign yourself in/out on the staff attendance record.
- Display the emergency procedure plan for your room near the exit to the room
- Practice the external procedure by different exits.
- Practice the internal procedure.
- Familiarise yourself with evacuation procedures in each area of the service.
- Familiarise relievers, students and visitors with the procedure at the beginning of the shift.
- Ensure all items in emergency bags are present as part of your monthly maintenance checklist.
- Do head counts regularly of children in your care throughout the day.
- Provide children with learning opportunities about emergency evacuation procedures.
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.
- 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.
- Be aware of the placement of operating communications equipment and emergency equipment, and are confident in their ability to operate them.

## **Responsibilities for the Families**

- Familiarise themselves with the service's emergency and evacuation policy and procedures and the service's Emergency Management Plan.
- Ensure you complete the attendance record on delivery and collection of their child.
- Provide emergency contact details on their child's enrolment form and ensure that this is kept up to date.
- Following the directions of staff in the event of an emergency or when rehearsing emergency procedures.



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## Related Statutory Obligations & Considerations

<b>Australian Children's Education and Care Quality Authority (ACECQA)</b>	<a href="http://www.acecqa.gov.au/">http://www.acecqa.gov.au/</a>
<b>Children (Education and Care Services) National Law (NSW) No 104a</b>	<a href="https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full">https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full</a>
<b>Department of Education</b>	<a href="http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care">http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care</a>
<b>Early Years Learning Framework (EYLF)</b>	<a href="http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf">http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf</a>
<b>Education and Care Services National Regulations</b>	<a href="https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/full">https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/full</a>
<b>National Quality Framework (NQF)</b>	<a href="http://acecqa.gov.au/national-quality-framework/">http://acecqa.gov.au/national-quality-framework/</a>

## Related Telephone Numbers

- Early Childhood Education and Care Directorate - 1800 619 113
- ACECQA - 1300 422 327
- Department of Health - 1800 020 103
- Emergency Services - 000
- National Security Hotline – 1800 123 400

## Amendment History

Version	Amendment	Date
Previous	Adaptation of ACA formulated Policy. Name of Previous Policy: Emergency and Evacuation Procedure policy 2018	October 2020

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date: October 2020

Version: 01/2020

Last Amended By: Julia Koti

Next Review: October 2021

Position: Approved Provider/Director