



Approved by board on: 5th September 2023
Scheduled review date: 5th September 2025

Introduction

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 centre are paramount and as such, this preschool is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

Purpose

- Conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency situations (see Medical Conditions Policy);
- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development; and
- Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Policy

Risk management approach to emergency and evacuation situations

The Approved Provider and Nominated Supervisor will:

- Work together with staff to develop procedures to manage all risks associated with emergency and evacuation situations including, but not limited to:
 - 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
- Ensure the development of an emergency evacuation floor plan is displayed in a prominent position near each exit sign.
- Ensure majority of educators hold current First Aid qualifications and have undertaken current approved anaphylaxis management training and approved emergency asthma management training.

Emergency and Evacuation

- 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; and
- Ensure that up to date portable emergency contact lists are held in each room within the Preschool.

Discovering an Emergency:

Educators who discover an emergency are required to alert the Responsible Person if suitable so they can determine and implement control measures. Alternatively, after immediate assessment the person will alert others by saying the code words and move to the designated area. In the case of a fire the whistle will be blown

Emergency and evacuation drills are rehearsed every three months by the staff, volunteers and children present at the service on the day of the rehearsal.

- Each drill is documented to include the date, time, how many people are 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, and any additional notes. This documentation is kept for a minimum of three years.
- Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.
- Emergency whistles are provided in designated areas throughout the service. Whistles are only to be used for evacuation purposes.

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- Ensure that emergency equipment is tested as recommended by recognised authorities.

The Nominated Supervisor will:

- Implement duties as listed above and directed by the Approved Provider.
- 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.
- Ensure that all staff are trained in the emergency evacuation procedures.
- Ensure that all staff are aware of emergency evacuation points.

Emergency and Evacuation

- Ensure that all staff are aware of the allocated evacuation point away from the preschool in the event we are instructed to evacuate the area.
- Ensure that families are regularly reminded of the emergency procedures in place at the service.
- Ensure that rehearsals of emergency and evacuation procedures are regularly scheduled and rehearsed, 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 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 staff complete feedback forms after each evacuation.
- Ensure all emergency contact lists are updated as required.

Educators will:

- Ensure the attendance record accurately reflects the attendance of each child.
- Display the emergency procedure plan for your room in a prominent position.
- Practice the external procedure by different exits.
- Practice the internal procedure.
- Familiarise yourself with evacuation procedures in each area of the service.
- Familiarise students and visitors with the procedure.
- Ensure all items in emergency bags are present.
- Check the number of children in your care regularly 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.
- Ensure they are aware of the placement of operating communications equipment and emergency equipment and are confident in their ability to operate them.
- Ensure doors are closed behind them when exiting the area.

Remember at all times our priority is the safety of ourselves and the children. Saving the Preschool's property is only to be a concern when the children and adults are in a safe location at the designated assembly point.

If the assembly area is unsafe for any reason, children are to be evacuated through the gates to the designated area away from preschool.

Emergency and Evacuation

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 Preschool 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.

Related Documents

Evacuation Diagram, designed by Wormald
Incident, injury, trauma and illness policy
Incident, injury, trauma and illness record/report
First Aid policy

Procedure for display:

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Emergency and Evacuation

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Procedure for emergency exit:

- Exit the building as quickly as possible, checking rooms and shutting doors and windows on the way out (If the assembly area is unsafe for any reason, children are to be evacuated through the gates to the designated area away from preschool)
 - Take medication and backpacks from rooms with emergency contact information
 - Ensure the attendance record accurately reflects the attendance of each child and staff members
 - Be alert to the immediate needs of all children throughout the evacuation
 - Call for help

Procedure for emergency lock down:

- Use the code word to alert staff to take all children to the allocated lock down areas as quickly as possible, checking rooms and shutting doors and windows on the way
- Take medication and backpacks from rooms with emergency contact information
- Ensure the attendance record accurately reflects the attendance of each child and staff members
- Be alert to the immediate needs of all children throughout the Lock Down
- Call for help where necessary

Closest cross street: Baldock Street FORBES NSW 2871

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