

## EMERGENCY AND EVACUATION PLAN POLICY

### AIM

*To provide an emergency evacuation and invacuation plan and procedures and to manage any emergency/disaster situations.*

*To ensure all children, staff and visitors follow procedures to maximise safety and reduce danger.*

### IMPLEMENTATION

- In event of fire, follow **Evacuation Procedure**
- In event of emergency requiring evacuation follow **Evacuation Procedure**
- In event of invacuation, follow **Invacuation Procedure**
- For drills, follow **Emergency/Evacuation Drill Procedure**
- Other emergency procedures can be found on **Emergency Plan** posters in each childcare room.

#### Leadership will:

- Formulate fire evacuation and invacuation plan and procedure in consultation with the relevant authorities.
- Ensure emergency plans and procedures are placed in all main rooms and displayed in foyer.
- Ensure an air horn is placed in all 3 childcare rooms to use in case of an emergency. Air horns can also be found at the front desk, Consult room 1 & 2, Shared Office and the Group room. Leadership should inform staff that in case of an emergency at the school, a siren will be used.
- Ensure staff are made aware at induction of their responsibilities in an emergency and drills.
- Ensure emergency numbers will be placed by all phones and also in community spaces.
- Create a drill schedule where different rooms and spaces are responsible for calling and overseeing emergency drills each term. Drills must take place at least once a term.
- Take the emergency contact list from the office in an emergency so that parents/guardians can be contacted ASAP.
- Take the Emergency back packs including first aid kit to the evacuation point.
- Ensure everyone remains together until the "all clear" is given by authorities.
- Keep records of all emergency drill evaluations.
- Take turns at being rostered on to sweep the childcare or community sides of the building during different shifts in the case of an emergency. This information is in the daily sign-in book.
- Ensure that fire warden and at least one other staff member are trained to use fire extinguishers.

#### Team Leaders will:

- Ensure any educators in their room know what to do if they recognise a hazard. Bring any hazards to the attention of Leadership staff to avoid emergency situations.
- Conduct Risk assessments where there has been or is the potential for hazards to arise i.e. when purchasing equipment or planning excursions.
- Organise a visit from the Fire Brigade, or other emergency services, at least once a year to familiarise children with an emergency.
- Ensure their room is aware when they are responsible for calling and running the drill.
- Ensure team members are aware of all emergency policies.

#### Educators will:

- Be aware when their room is responsible for calling, overseeing and evaluating drills.
- Be responsible for delegating staff to sweep the building if leadership members are absent and are the senior-most person on-site.
- Will only use extinguishers in an emergency if they have undergone appropriate training.
- Take the Emergency back packs including first aid kit to the evacuation point.
- Take the sign-in iPad with them to the evacuation point and any other sign-in sheets.
- Call the roll at designated meeting place to ensure all children, staff and visitors are safe.

- Bring any hazards to the attention of Leadership staff to avoid emergency situations.

**Administrative staff will:**

- Ensure any person other than someone dropping off or picking up a child must sign visitor's book located at the front desk. This is to be taken by the clerical officer or designated person at the time of emergency as well as a telephone.
- Take the River room iPad with them if there is adequate time to unlock it. If not, it can be left.
- Put signs on doors to inform families and visitors that the Centre has been evacuated.
- Take an emergency pack with them, which will contain tissues, gloves, nappies, wipes and a rug to sit on.
- Take the Emergency back pack from the Directors office including First Aid kit in the absence of the Director/Assistant Director.

**EVALUATION:**

This policy is viewed to be effective when:

- Staff and visitors are made aware of our emergency plans and their responsibilities.
- Emergency drills are performed regularly, quickly and efficiently.

**Procedure Form:**

Fire Evacuation Plan displayed in each room.

Emergency Fire Drill evaluation.

How to Use a Fire Extinguisher.

**National Quality Standards:**

QA 2- Children's health and safety.

2.2.2. Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

**Record of Policy Adoption and Amendment:**

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Ocean View CC	Governing Council
1.1	August 2012	Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including; <ul style="list-style-type: none"> <li>• To include new procedure as per evaluations of drills</li> <li>• NQS regulations and requirements</li> </ul>	K Cook	
2.0	August 2012	Suggested amendments put to Policy Review Committee and adopted, including; <ul style="list-style-type: none"> <li>• NQS regulations and requirements</li> <li>• Room specific sleep requirements</li> </ul>	K Cook	Policy Review Committee
2.1	April 2014	Adapted to responsibility model. Incorporated requirements from DECD regulation 168 regarding; <ul style="list-style-type: none"> <li>• Risk assessments to be conducted where potential emergencies could arise</li> <li>• Keep records of drill evaluations</li> </ul>	P Murray	Policy Review Committee
2.2	March 2015	Reviewed: March 2019 <ul style="list-style-type: none"> <li>• Added use of iPads to policy</li> </ul>	P Murray	Policy Review Committee

**Review:** To be reviewed annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.

**Last Review:** March 2021

**Source:**

Metropolitan Fire Service  
CFS

**Resource:**

*Ocean View Policies 2011*