



EMERGENCY AND EVACUATION POLICY AND PROCEDURES

POLICY STATEMENT

In the event a fire, natural disaster or other emergency at our children, educators and service staff have clear guidelines to follow. Staff will be well practised in the required procedures to ensure as far as possible the safety and well-being of each person present.

RATIONALE

In accordance to the requirements of the *Education and Care Services National Law and Regulations 2012* this policy outlines clear instructions which are to be followed in the event of an emergency. The National Quality Standard also requires us to have plans in place to effectively manage incidents and emergencies which are developed in consultation with relevant authorities.

PROCEDURES

1. A risk assessment will be conducted by the nominated supervisor to identify potential emergencies that are relevant to our service. National regulation 97 (2).
2. The emergency evacuation floor plan shows emergency exits and assembly areas and the emergency evacuation plan will be clearly displayed near the exit in each room.
3. Each educator/staff member will be provided with a copy of the emergency procedures and emergency evacuation plan upon commencement at the service. All staff will be made aware of the assembly points should an emergency occur.
4. Families will be provided with a copy of the emergency evacuation procedures and emergency evacuation plan upon request.
5. Emergency rehearsals will be conducted every 3 months in keeping with national regulation 97 (3).
6. Priority One Fire and Safety Authority have consulted with the service for the creation and implementation of the Holy Name ELCC Emergency Response Plans.

7. Holy Name provides staff members with training opportunities for the correct use of all emergency equipment.
8. Agencies that provide emergency services will be invited to speak at our service and children will be introduced to, and encouraged to explore, the Kids Emergency Triple 000 website (<http://kids.triplezero.gov.au/>).
9. There is ready access to a telephone at all times to enable immediate communication to and from parents and emergency services.
10. Emergency phone numbers are also readily available and updated as necessary.

Emergency Rehearsals

1. Rehearsals of evacuation and emergency procedures will be conducted every three months.
2. Rehearsals will involve all educators, staff and children and will be practised randomly, without warning and at different times of the day.
3. Rehearsals of the emergency and evacuation procedures are documented and an evaluation of each rehearsal will be completed by the nominated supervisor or a person designated by the nominated supervisor on an *Evaluation of Emergency Evacuation Drills* form (see appendix B).
4. Each evaluation form will be retained for a period of three years from the day on which the record was made. Observations from rehearsals will be considered by centre manager to inform future evacuation policies and procedures.

Evacuation from the Centre

Evacuation from the service may be conducted for any reason including but not limited to gas leak, fire, snake, unwelcome visitor, intruder, or earthquake.

Once a decision has been made by the nominated supervisor or responsible person to evacuate the service the Emergency Evacuation Plan (Appendix A) will be implemented. The emergency evacuation plan is located near each exit of the service.

Lunch Period Evacuations

On hearing the alarm, any educator or support staff member not directly caring for children at the time of the emergency will check a designated room to determine if assistance is required to evacuate children safely from the premises.

Other adults on the premises at the time of the emergency, such as a parent may be asked to assist in the evacuation if required.

Fire

We will comply with any relevant fire safety requirements of the appropriate Fire and Emergency Services Authority. Consultation with the Department of Fire and Emergency services in WA will occur as and when necessary.

Smoke detectors are fitted in accordance with the manufacturer's instructions and placed to provide adequate warning of smoke so that staff will hear the alarm from anywhere within the education and care premises. The nominated supervisor will ensure that these devices are in good working order. A maintenance schedule will be kept to confirm regular checks occur.

Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Staff will be instructed in the operation of fire extinguishers by authorised trainers.

Educators and support staff will only attempt to extinguish fires when all of the following is assured:

- the children have been evacuated from the room.
- the fire is very small.
- there is no danger to the person who will operate the extinguisher.
- the operator is well trained and confident in the use of the extinguisher.

Should emergency services be required to attend the service the nominated supervisor will inform the officer in charge of the nature and location of the emergency and of any missing children or staff.

No-one will re-enter the building until advised it is safe to do so by the officer in charge.

References:

Australian Children’s Education and Care Quality Authority (2012), *Education and Care Services National Law (WA) Act 2012*, ACECQA, NSW

Education and Care Services National Regulations (WA) 2012

Australian Children’s Education and Care Quality Authority (2017), *The Guide to the National Quality Framework*, ACECQA, NSW.

Department of Fire and Emergency Services – *Emergency Management Act 2005* retrieved on the 14th of August from <http://www.dfes.wa.gov.au/aboutus/corporateinformation/Pages/legislation.aspx>

Emergency Management Act 2005 retrieved on the 28.08.13 from <http://www.semc.wa.gov.au/Pages/home.aspx>

Further sources

For up to date alerts and warnings (natural disasters, fire warnings or other) visit <http://www.dfes.wa.gov.au/alerts/Pages/default.aspx>

For community safety publications, visit <http://www.dfes.wa.gov.au/publications/pages/safety.aspx>

For information regarding the *Occupational Safety and Health Act 1984* (the Act) visit http://www.commerce.wa.gov.au/worksafe/PDF/Guidance_notes/Guide_evacuation.pdf.

Last review	Next review
30 th of August 2014	August 2015
June 2015	June 2018
July 2017	Care committee all meet in the babies room for safety until the evacuation is over.
July 2018	July 2019
July 2019	July 2020
September 2020	updates added to procedure of lock down
September 2021	We are getting a camera and push door release button installed in the office for further security
September 2022 – new updated plans in rooms to include secondary route	September 2023

Date written July 2017
Review date: September 2023



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EMERGENCY EVACUATION PLAN

WHEN THE WHISTLE IS BLOWN THREE TIMES THAT IS THE EMERGENCY SIGNAL

In the event of the 'EVACUATE' siren being transmitted the following procedures will apply:

NOMINATED SUPERVISOR OR RESPONSIBLE PERSON WILL

- Call for the appropriate emergency services on 000
- Notify staff in all areas to evacuate and advise which exit doors to use.
- Check each room, bathrooms and storage areas to confirm all children and adults have vacated the building and if possible close all doors.
- Proceed to nominated assembly area.
- Check all staff are accounted for and ensure evacuation procedures have been completed by all staff members.
- Report state of emergency situation to emergency services when they arrive at the Centre.
- Provided that emergency services have given the all clear, arrange for staff and children to return to OSHC (if safe to do so) or for children to be collected by parent or other person authorised to collect.
- Complete evacuation report and address any areas for improvement in terms of evacuation procedures.

ROOM EVACUATION PROCEDURE

The lead educator of a room is responsible for keeping the children in a group and implementing the evacuation procedures. In the event of an emergency, the lead educator will;

- Collect sign in/ out sheet
- Gather children together at the assigned exit point to the room/playground area (refer to evacuation map located at exit points).
- Collect room evacuation bag and attendance roll.
- In an orderly manner, lead staff and children to assembly point 1 unless otherwise informed by the nominated supervisor(see evacuation map for alternate assembly points).

In addition

- Should a child or staff member be injured during an evacuation they should be supported to evacuate and be provided with first aid at the assembly point.
- First aid is only to be administered onsite during an emergency if life threatening injuries are present or the person cannot be moved for any reason. All other children and staff not providing first aid must move to the assembly area.
- On arrival at the assembly point the lead educator or appointed staff member is to check the roll to account for all children.
- Advise nominated supervisor whether all children/staff from the room are accounted for or if any children/staff are not present.
- Supervise children until all clear is given or they have been collected by their parent/guardian from the assembly point.
- Return to service with children on all clear signal and following the directions of the nominated supervisor or mark child as collected on attendance roll if they leave with their parent/guardian from assembly point.
- On return to the room check all children are present according to the attendance roll.

OFFICE EVACUATION

- Administrator to check for any staff in the staffroom and send them to assist with the evacuation of children.
- Collect the emergency contact list for families, the staff roster and mobile phone.
- Call the appropriate Emergency Services on 000.

KITCHEN EVACUATION

- The Food Coordinator will switch off all appliances (provided it is safe to do so) and proceed to assist with the evacuation of children in the babies room.

LOCK DOWN

In the event of a person entering or being near the premises or about to enter the premises that could be perceived as a potential danger or unwelcome visitor the Centre may be required to go into LOCK DOWN. In this instance the procedure is as follows:

CARE COMMITTEE

ACTION PLAN

-To redirect conversations with parent and refer the person to meet with Team Leader or Assistant Manager/Manager.

-Call to other room using the emergency word **“Care Committee”** is meeting.

-All staff and children to come inside if they are outside, roll call, head count to be done by a staff member of the room, all doors and windows to be locked, blinds down.

-Staff and children to move to the babies room using internal connecting doors, conduct a roll call and head count and await for further instructions from supervising officer.

-No Educator can meet with the parent outside of the room while the Centre is open. It drops ratios and is a safety issue.

-No Staff is to be alone with the Parent without another carer present.



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EVALUATION OF EMERGENCY EVACUATION DRILLS

Date: _____

Type of emergency: _____

Room/area where emergency occurred: _____

Time of drill: _____ Duration: _____

Name of staff member who called the evacuation: _____

Number of staff involved in evacuation: _____

Number of children involved in the evacuation: _____

Number of adults/children not accounted for: _____

Names of any children not signed in (record additional names on reverse):

Child 1:	Child 3:
Child 2:	Child 4:

Were duties carried out by nominated people? YES NO

Evaluation and points to be addressed at next staff meeting:

Follow up objectives for future drills:

Person nominated to call next drill: _____

Next drill due: _____

Manager's Signature: _____ Date: _____

REMEMBER:

- Display copies of each evaluation on the workplace Safety and Health noticeboard
- Ensure new staff members and relief staff are given a copy of the Centre's Emergency Evacuation Plan
- Ensure drills take place in different locations within the Centre
- Ensure drills take place at different times of the day (with rehearsals every 3 months)
- Keep records of each practice for a 3 year period)