

# Emergency, Evacuation & Lockdown Policy

Emergency, evacuation and lockdown situations in early education and care services may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families, visitors, and each other.

Ensuring that educators and children know what to do in an emergency requires vigilant planning and practice. Regularly practicing the drills for emergency situations also provides an opportunity to help support and build on children's coping mechanisms and resilience.

## National Quality Standard (NQS)-

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
<b>2.2</b>	Safety	Each child is protected.
<b>2.2.1</b>	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
<b>2.2.2</b>	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/Law-

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
<b>97</b>	Emergency and evacuation procedures
<b>98</b>	Telephone or other communication equipment
<b>99</b>	Children leaving the education and care service premises
<b>168</b>	Education and Care Services must have policies and procedures

## Related Policies-

Acceptance and Refusal Authorisation Policy	Family Communication Policy
Arrival and Departure Policy	Supervision Policy
Incident, Illness, Accident and Trauma Policy	Health and Safety
	Retention of Records Policy

### **Purpose-**

Raleigh St has a duty of care to maintain the safety and wellbeing of each child, educator, and all persons using or visiting during an emergency, evacuation, or lockdown situation. We are committed to identifying risks and potential hazards of emergency, evacuation, and lockdown situations by conducting thorough risk assessments on an annual basis and continually plan for further risk minimisation and improvement to this policy and our procedures.

### **Scope-**

This policy applies to children, families, staff, Management, CoM, and visitors of Raleigh St.

### **Implementation-**

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 Raleigh St's premises. Emergency situations may pose a risk to an individual's health and safety. It is important that we identify potential emergencies that may be specific to our location and environment.

### **To ensure compliance with National Regulations and National Law, Raleigh St will ensure that:**

- the Approved Provider (CoM) will conduct a risk assessment to identify potential emergencies that are relevant to Raleigh St annually
- emergency evacuation plans are displayed in prominent positions near each exit, including both the indoor and outdoor areas
- the plans include a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes from all locations within Raleigh St
- all staff are familiar with emergency evacuation or lockdown procedures and regulatory requirements
- all staff are aware of emergency evacuation points
- emergency evacuation rehearsals (drills) will be practiced and reviewed every term
- all staff are aware of their roles and responsibilities in the event of an emergency
- each drill will be documented and filed by the Fire Warden

### **Circumstances under which an emergency evacuation or lockdown will occur may include:**

- Intruder
- Fire within the building or playground
- Fire in the surrounding area where Raleigh St may be in danger

- Flood, earthquake, cyclone, severe storm, or dust storm
- Dangerous animal, insect, or reptile
- Terrorist/bomb threat

**Other circumstances may include:**

- gas explosion, traffic accident, or any event which could render the building unsafe (e.g. earthquake).

**Procedures-**

- Raleigh St will maintain an up-to-date register of emergency telephone numbers for children. A copy of the current list will always be available in the emergency evacuation bag and in every medication bag in each room
- Emergency telephone numbers will be displayed prominently throughout the Centre, in the kitchen, office, staff room and each area where children are educated and cared for
- **National Regulations state that evacuation rehearsals are to be practiced every 3 months: However, to ensure best practice Raleigh St will conduct emergency evacuation drills in a weekly block once a term so that all children and staff experience an evacuation on a regular basis**
- Spontaneous rehearsals also take place during the year to assist in refining risk management procedures and evacuation procedures
- Each time a planned or spontaneous emergency evacuation drill is performed it is to be timed and documented by the fire warden and placed in the **Emergency Evacuation Rehearsal Record**
- 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 during Staff Meeting minutes and Quality Improvement Plan (QIP)
- 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 must include a Responsible Person 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
- In the event of a fire within Raleigh St resulting in damaged phone lines, a staff member will use the centre's mobile phone to seek assistance as per the Emergency Evacuation and Lockdown Procedure

- All fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout Raleigh St 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
- The Director is responsible for ensuring all educators, including casual/relief educators and staff members, are familiar with our Emergency Evacuation Policy and procedure

**Important: The notification of a serious incident to a regulatory authority is required (within 24 hours) when emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.**

#### **Jurisdiction-**

##### **VICTORIA (VIC)**

- Country Fire Authority Victoria: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- Victoria Police: [www.police.vic.gov.au](http://www.police.vic.gov.au)
- Victoria State Emergency Service: [www.ses.vic.gov.au](http://www.ses.vic.gov.au)

#### **Sources-**

- Australian Children's Education & Care Quality Authority. (2014).
- Australian Government – Emergency Services: <http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>
- Children's Services Central. (2012). Managing emergency situations in education and care services. PSC National Alliance-<https://www.ecrh.edu.au/docs/default-source/resources/ipsp/managing-an-emergency-situations-in-education-and-care-services.pdf?sfvrsn=8>
- Early Childhood Australia Code of Ethics. (2016).
- Fire Protection Association Australia: [www.fpaa.com.au/](http://www.fpaa.com.au/)
- Fire System Services: <http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Framework (2020)
- NSW Rural Fire Service: [www.rfs.com.au](http://www.rfs.com.au)

- Revised National Quality Standard. (2018).
- Work Health and Safety Act 2011.

**Review-**

<b>Policy &amp; procedure reviewed-</b>	<b>Modifications-</b>	<b>CoM endorsement date-</b>	<b>Next review date-</b>
February 2020	Policy created for RSCCC based on CC Desktop template- KC	June 2020	June 2021