

Emergency Management and Evacuation Procedure

NQS

QA2	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
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National Regulations

Regs	168(2)(e)	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment

EYLF

LO3	Children become strong in their social and emotional wellbeing.
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Aim

In the event that the service needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

Related Policies and Procedures

Incident, Injury and Trauma and Illness

Administration of Authorised Medication

Death of a Child

Medical Conditions

Implementation

The Nominated Supervisor and where relevant each educator is responsible for:

- conducting a risk assessment to identify potential emergencies that could affect the service and use this to prepare emergency and evacuation procedures. eg an evacuation may be necessary

in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc. Information about potential emergencies may be sourced from our local council, the State Disaster Information database, the LocationSA map viewer to find bushfire, flood and earthquake prone areas, emergency service websites for advice on risk areas and SA Police (SAPOL) news for advice on local threats. See sa.gov.au for advice on specific types of emergency.

- implementing measures to reduce the risk of injury during potential emergencies. For example, storing heavy items on the floor or bottom shelves, ensuring hazardous material is stored in a stable and secure way
- monitoring emergency warnings and alerts issued by different agencies (see sa.gov.au). The warnings framework is:
 - Advice (colour blue) - messages to keep people informed and up to date with developments
 - Watch and Act (colour yellow) - messages support the need for people to be aware of their situation and the circumstances around them and to take action to prepare and protect themselves, their family and neighbours
 - Emergency Warning (colour red) - warning when there is the highest level of risk to life and property.

Warning information can be accompanied by a Standard Emergency Warning Signal (SEWS) or an Emergency Alert Telephone and Text based Warning. The SEWS is a distinctive siren which alerts people about the broadcast of an urgent safety message relating to a major emergency or disaster.

There is also a DisasterWatch app which provides publicly available news and information about disaster events in Australia.

- developing and implementing an Emergency Management Plan based on all identified risks and which includes appropriate responses including evacuation, lockdown, lockout and shelter-in-place, and drill and training schedules. If appropriate, local emergency services (eg fire, police, ambulance), local government, community leaders and other relevant agencies will be consulted for advice about issues like evacuation routes, assembly points and accessibility for adults or children with special needs.

The **Emergency Management Plan** will include:

- Emergency contact details for people who have specific roles or responsibilities
- Contact details for local emergency services
- A description of how we will alert people to an emergency eg siren/bell
- Evacuation procedures
- How we will assist any child with additional needs
- An evacuation diagram based on service floor plans showing the location of fire equipment, emergency exits and assembly points
- Processes to ensure staff are trained in our emergency procedures
- Processes we will follow after an incident
- Procedures we will follow to test the Plan and familiarise children and staff with the Plan.

The **Evacuation Diagram** will include:

- A diagram of the floor or area
 - a title eg Evacuation Plan
 - the “You are here” location
 - designated exits in green
 - communication equipment and where installed in red
 - hose reels, hydrants, extinguishers in red.
 - designated shelter-in-place location and assembly area.
 - date plan validated.
 - location of assembly areas
 - a legend
- Ensuring relevant information from the Emergency Management Plan is displayed prominently at our service to ensure it can be easily identified and is accessible to all educators, staff, visitors, volunteers and families. Relevant information includes:
 - Emergency service telephone numbers which will be displayed near telephones
 - evacuation procedures and diagrams which will be displayed near each exit
 - Ensuring that visitors and relief staff are aware of the emergency response procedures
 - Implementing the Emergency Management Plan including:
 - **Disseminating information** about the Plan and the procedures relating to emergency management and evacuation to staff, children, visitors and families. Families will receive written notification from the service. We will use informal games and discussions to familiarise children with our evacuation and emergency procedures as well as regular rehearsals
 - **Scheduling training for** all educators, staff eg how to use fire extinguishers, fire blankets and other emergency equipment. Training may include evacuation drills, identifying assembly points and the location of emergency equipment, first aid arrangements and how to turn off the electricity and gas supplies.
 - **Testing** the Plan every quarter
 - **Reviewing** the Plan annually.
 - Keeping records of all emergencies
 - Keeping records of meetings and emergency drills

Communication during Emergency

The Nominated Supervisor will ensure there is access to reliable communication channels in the event of an emergency by maintaining access to a telephone (such as fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment) at all times.

The main telephone is located at Director's office. If there is a complete loss of electricity and the telephones are not available, a mobile phone will be available and ready to use at all times to ensure educators can make emergency contact.

The Nominated Supervisor will listen to local radio stations (eg local ABC station) during emergencies to access current information about the situation.

Emergency Communication Plan

The Nominated Supervisor will regularly remind families via conversations, email and newsletters that the Service maintains a Register of emergency telephone numbers for families and we must have current contact information. The Register is located in the following location: Family Daily sign in folder.

Emergency Kit

The Nominated Supervisor will ensure an Emergency Kit includes:

- current emergency contact details for each child
- employee and next of kin contact details
- emergency service telephone numbers (see sa.gov.au for national numbers)
- working torch and spare batteries
- fully stocked first aid kit
- administration of medication records and medical management plans
- mobile phone with sufficient credit and charger
- drinking water
- woollen blankets/towels
- gloves
- smoke mask/goggles
- portable radio and torches - battery-powered, solar or wind-up
- spare batteries
- whistle
- pen and paper
- insurance procedure
- alcohol based hand sanitiser
- sunscreen
- insect repellent

The Nominated Supervisor will ensure the Kit contains a list of items that must be added at the last minute in an emergency. Items will include:

- attendance registers for children, staff and volunteers
- medications for staff and children

The Nominated Supervisor will include the requirement to check batteries, food, water, sunscreen and insect repellent in the diary note for quarterly emergency rehearsals, and replace these items if necessary.

Emergency and Evacuation Procedures and Drills

The service will add to each child's sense of security, predictability and safety, and ensure all educators and staff are familiar with our emergency evacuation procedures, by conducting rehearsal evacuation drills **every three months**. The Nominated Supervisor will develop a schedule for conducting drills for the different types of emergencies identified in the Emergency Management Plan and will diarise to ensure these are completed. The drills will:

- take place at various times of the day and week (rather than always on a Tuesday at 10 am for example) to ensure all children and staff members get the opportunity to rehearse. All persons present at the service during the evacuation drill must participate
- be documented and assessed against specific outcomes using the Checklist at Appendix B.
- be immediately followed by a debriefing session if possible to identify any improvements that may be made. Any training needs will be identified and action taken to implement the relevant training.

Sources

Education and Care Services National Law and Regulations

National Quality Standard

Early Years Learning Framework

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Fact Sheet Emergency Plans – Safe Work Australia

[Prepare for an emergency: sa.gov.au](http://sa.gov.au)

Review

The procedure will be reviewed annually or when there are changes to the service which may affect the EMP such as renovations or changes to the number of staff or children. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed:

Date for next review: