



Emergency Management and Evacuation Policy

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

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, carer 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.

An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc.

Related Policies

Incident, Injury and Trauma and Illness Policy

Health and Safety Policy

Medical Conditions Policy



Emergency Evacuation Procedures and Drills

- Emergency evacuation procedures that are based on the service's floor plans will be prominently displayed by all exits
- The service will maintain an up-to-date and compact register of emergency telephone numbers that must be taken in an emergency or evacuation that is to be located in the following location –
 - Main office front desk
- Emergency telephone numbers will be displayed prominently throughout the service in the following locations, including near telephones or available near mobile phones –
 - Font Desk, near pool, main entrance
- The service will ensure educators are provided with training on how to use fire extinguishers, fire blankets and other emergency equipment.
- Fire extinguishers, fire blankets and other emergency equipment will be tested as recommended by the manufacturer by recognised authorities. All tests must be documented.
- Emergency procedures will be discussed with families and regular information will be provided to families. Families will also receive written [information](#) from the service.
- The Nominated Supervisor is responsible for ensuring that all carers, including relief carers and staff members, are aware of the service's policies and procedures relating to Emergency Management and Evacuation.
- Informal games and discussions will be used to familiarise children with the service's evacuation and emergency procedures.

Role of Educators

- Immediately when the alarm sounds, carers will return to the group with which they are working if it is safe to do so. Educators will then assist with the evacuation.
- Carers are to ensure that sign in/out rolls remain in the vicinity of that particular group of children at all times and if evacuation is required that a primary carer collect that roll in the process of evacuating children.
- After the alarm has been raised, group children and evacuate through the nearest exit to the designated safe area with the children's sign in/out roll-there 2 safe areas one at the front of the building one at the rear.
- Primary carer to call roll and settle children.
- Supervise and reassure children.



Nominated Supervisor's Role:

- Collect educator sign in book, a phone, emergency contact box and backpack.
- Check toilet, kitchen, playrooms and rooms.
- Ring 000 as soon as possible.
- Follow children and other carers to designated area.
- Oversee and check attendances of children, carers, volunteers, families and visitors.
- Supervise and reassure children.

Emergency Communication Plan

- At all times, the service will have access to a telephone (such as fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment)
- The service has a main telephone available at the following location to be used during an emergency –
 - Main Desk
- If there is a loss of electricity, a backup telephone is available and always ready for use at the following location –
 - Mobile Phone
- If there is a complete loss of electricity and the telephones at the service are not available, a mobile phone will be provided and ready to use at all times to ensure educators can use it to make emergency contact.



Maintenance of Fire Equipment

All fire equipment at our service will be maintained as per the legal standards. Our equipment will be checked as required as per the timeframes below.

Key	
Inspection Procedure of Fire Safety Installations (F.S.I)	<ol style="list-style-type: none"> 1. Inspect for obvious visual faults. 2. Inspect for faults and witness test of F.S.I by a competent person 3. Inspect for faults where possible and accept logbook details of F.S.I 4. Check Building file for details of any extra requirements.
Required Record of Keeping Fire Safety Installations (F.S.I)	<p>L = log book required</p> <p>R = record of maintenance required</p> <p>T = Metal tag on F.S.I or service details/service label</p> <p>(Y) = Weekly test may be omitted refer AS 1851-2005</p>



Fire Fighting Equipment

Special Fire Service	Inspection Procedures for FSI	Required Record Keeping for FSI	Maintenance Schedule							Annual Survey of Installation	Maintenance Standard or Building Preference
			Wk	Mth	3 Mth	6 Mth	12 Mth	3 Yr	5 Yr		
Fire Mains	1					Y	Y	Y			1851-Section 2 & 4
Fire Hydrants (including internal & external hydrants, boosters connection/s and water storage tanks)	2	L-T				Y	Y		Y	Y	1851- Section 4
Fire Pump sets	2	L-T	(Y)	Y		Y	Y		Y	Y	1852 – Section 3
Fire Hose Reels	2	R-T				Y	Y			Y	1851- Section 14
Fire Extinguishers (Portable)	2	R-T				Y	Y		Y	Y	1851- Section 15

There are maintenance checks every six months.

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: 01-06-2023

Date for next review: 01-06-2024