



Emergency Evacuation

Quality Area 2: Children's Health and Safety

Relevant Legislation

Children (Education and Care Services National Law Application) ACT 2010

Education and Care Services National Regulations 2011: 97, 98

National Quality Standard for Early Childhood Education and Care: Element: 2.2.1, 2.2.2

Aim / Rationale

The safety and wellbeing of all staff, children, families and visitors in our Pre-School is priority. Procedures have been developed to identify risks and hazards of potential emergency and evacuation situations. A proactive approach guides our planning for the reduction or minimisation of emergency situations. Review and evaluation of planned actions around handling emergency situations is valued as an ongoing process.

Policy Goals

- ✧ Conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations for eg. In the case of a fire, flood, bomb threat or any other such emergency.
- ✧ Develop emergency evacuation procedures around each potential emergency and ensure full awareness by all staff through the provision of regular rehearsal and evaluations of emergency and evacuation procedures (quarterly).

Strategies: What will we do?

The Approved Provider and Nominated Supervisor will:

- ✧ Work together with staff to identify potential emergency and evacuations situations that may arise at the Pre-School, to identify all risks associated with such situations. This risk assessment will be

attached to this policy and reviewed at least on an annual basis.

- ✧ Work together with staff to develop procedures to manage all risks associated with emergency and evacuation situations. These procedures will be attached to this policy.
- ✧ Ensure the development of an emergency evacuation floor plan. This floor plan will be attached to this policy.
- ✧ Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near the office telephone.
- ✧ To ensure prompt action, the following should be displayed by the phone at the Pre-School: the street address of the Pre-School, the closest cross road to the Pre-School and the access point for the Pre-School for emergency service vehicles.
- ✧ Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use.
- ✧ Ensure that emergency equipment is tested as recommended by recognised authorities.
- ✧ Ensure that an up-to-date emergency contact list is in the first aid kit that is to be collected by the First Aid Officer in the case of an emergency.
- ✧ Educators and staff will ensure they are aware of the placement of communication equipment and emergency equipment and are confident in their ability to operate these.

Scheduled and spontaneous rehearsals of responses to emergency situations

The Approved Provider and Nominated Supervisor will:

- ✧ Provide staff and educators with specific procedures around all potential emergency situations.
- ✧ Ensure that the evacuation procedures are in accordance with the evacuation floor plan.
- ✧ Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedure over the course of a week.
- ✧ Staff will provide children with learning opportunities about emergency evacuation procedures (Group discussions, Fire Personnel visits, fire drills and lockdown procedure practices) .
- ✧ Staff will be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.
- ✧ Ensure that staff are aware of when scheduled emergency evacuation drills are to take place. The Nominated Supervisor will also advise Firth's Furniture Store and Woolworths Management when the Pre-School will be undertaking emergency evacuation drills.
- ✧ After an emergency evacuation drill, staff will complete an evaluation form about the emergency evacuations' effectiveness and what may need to be changed to improve the safety procedures of the evacuation process, for staff, children and families.

Documentation and record keeping:

- ✧ Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed.
- ✧ Ensure all emergency contact lists are updated as required and kept in the First Aid bag.
- ✧ Complete after every fire drill an evaluation of the effectiveness of the emergency evacuation procedure.

Emergency Evacuation Procedure:

- ✧ The Director (Fire Warden), Nominated Supervisor, Certified Supervisor or the responsible person on the premises will blow a whistle 'once' to alert children and staff to take action to evacuate the building.
- ✧ The Administrator is responsible for the collection of the mobile phone and the children's roll from the room as this is a more accurate option than the roll in the foyer.
- ✧ The First Aid Officer is responsible for the collection of the First Aid Kit which contains the current contact details of all children enrolled at the Pre-School and the collection of the medication box and key.
- ✧ All other staff members are to check that the building has been cleared of all children, staff, family members and visitor.
- ✧ Staff will assist in the evacuation of the children to the Emergency Assembly Point located on Comur Street near the bus stop under the Woolworths verandah.
- ✧ A roll call will be conducted for children and staff to ensure all have left the building safely.
- ✧ A pretend phone call will be made to 000.

Emergency Numbers: To enable prompt action, the following should be displayed by the phone in the Pre-school:

- ✧ A list of emergency numbers
- ✧ The street address of the Pre-school
- ✧ The nearest cross road to the Pre-school
- ✧ The access point to the Pre-School

Emergency Lockdown Procedure:

When a threat occurs the Authorised Supervisor or Director will implement the following procedure:

- ✧ Contact Police with as much information as possible.
- ✧ The lock down signal will be three sharp blows on a whistle and say "Lockdown".
- ✧ Immediately close and lock doors and windows.
- ✧ Keep all children inside the classroom.
- ✧ Do not answer any knocks on the door.
- ✧ Use the phone for a medical emergency.
- ✧ The Authorised Supervisor, Temporary Authorised Supervisor or Director will direct children's release in person or by the telephone.
- ✧ An ALL CLEAR announcement will end lockdown and provide closure.
- ✧ In due course, all parents will be notified of the reason and circumstances for the 'Lockdown'.

Note: In the case of a bush fire Yass Montessori Pre-School will proceed to lockdown

Evaluation

Yass Montessori Pre-School is well cleaned and maintained to support children's health and safety. Children and educators work cooperatively to care for the environment in a sustainable manner. The Pre-School reflects sustainable practices, 'Green Cleaning' and eco-friendly choices. Educators, children, families and the wider community will learn together and embrace environmentally friendly practices.

Procedures and Forms

Emergency and Evacuation / Lockdown Evaluation
Emergency Evacuation Drill Attendance
WHS Checklist
Attendance Records
Emergency Contact Numbers
Enrolment Form
Family Handbook
Fire Evacuation plan

Links to other Policies

First Aid	Arrivals and Departures
Enrolment	Child Protection
Work Health & Safety	Interactions with Children

Sources and References

Emergency Planning and Emergency Management Guidelines
DEEWR (2009) Belonging Being and Becoming: The Early Years Learning Framework for Australia Website: www.deewr.gov.au.
DEEWR Child Care Services Handbook 2011-2012 (Department of Education, Employment and Workplace Relations) Website: www.deewr.gov.au

Policy Reviewed	Modifications	Next Review Date
2006	Developed	2008
March 2013	Reviewed	2015
February 2015	Reviewed	2017
February 2018	Updated in line with regulations (bush fire)	2020
August 2020	Reviewed and minor changes to Procedures and Forms, Sources and References	Review 2022 or when procedure, practice or legislation changes

