



# Emergency Preparedness and Evacuation

## Quality Area 2: Children's health & safety

### Relevant Legislation

Children (Education and Care Services National Law Application) ACT 2010  
Education and Care Services National Regulations 2011: 85, 97, 98, 100, 101, 136, 168, 170-172  
National Quality Standard for Early Childhood Education and Care: Elements: 2.1.2, 2.2.1, 2.2.2, 3.2.1, 4.1, 7.1.2  
Work Health and Safety Act 2011  
Work Health and Safety Regulation 2011

### Aim / Rationale

We are committed to ensuring the safety, health and wellbeing of children attending our Pre-School by identifying the risks and hazards of emergency and evacuation situations.  
Children, educators and staff will regularly rehearse our emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation or lockdown.

### Policy Goals

To outline guidance and response procedures to be followed in the event of potential emergency situations:

- ✧ Fire and Evacuation
- ✧ Lockdown
- ✧ Hazardous material spills, gas leak etc.
- ✧ Bomb threat
- ✧ Storm
- ✧ Flood
- ✧ Child protection threat

## Strategies / Procedures: What will we do?

It is the responsibility of all staff to ensure that they act in a safe and responsible manner, ensuring that they do not perform any action that will result in a risk to the health and safety of any other individual.

### **The Approved Provider:**

- ✧ Ensure the Emergency Preparedness and Evacuation policy and procedures are in place.
- ✧ Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures.
- ✧ Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection.
- ✧ Notify families at least 14 days before changing the policy or procedures if the changes will:
  - affect the fees charged or the way they are collected.
  - significantly impact the Pre-School's education and care of children.
  - significantly impact the family's ability to utilise the Pre-School.
- ✧ Ensure a risk assessment has been undertaken to identify potential emergencies that are relevant to the Pre-School.
- ✧ Conduct a risk assessment of emergency evacuation routes and assembly points.
- ✧ Regularly review the risk assessment and as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the Pre-School.
- ✧ Ensure that a copy of the emergency and evacuation floor plans and instructions are displayed in a prominent position near each exit of the Pre-School premises, including near each exit that forms part of an evacuation route.
- ✧ Ensure emergency equipment is tested within the timeframes recommended by recognised authorities.
- ✧ Ensure that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation.
- ✧ Document drills of the emergency and evacuation procedures.
- ✧ Notify the regulatory authority of any serious incidents, change of circumstances and complaints.
- ✧ Ensure that the emergency and evacuation drills are rehearsed every three months by the educators, staff, volunteers, visitors and children present at the Pre-School on the day of the drill and the responsible person in relation to the Pre-School who is present at the time of the drill.

### **Nominated Supervisor will:**

- ✧ Participate in emergency and evacuation drills every three months.
- ✧ Keep a documented record of each drill and reflections that occurred after.
- ✧ Collaborate with educators and staff to develop procedures to manage all risks associated with emergency and evacuation situations.
- ✧ Ensure the development of an emergency evacuation floor plan.

- ✧ Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.
- ✧ Ensure that designated emergency exits/routes are always kept clear to ensure that everyone can exit safely in the event of an evacuation.
- ✧ Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets.
- ✧ Ensure that emergency equipment is tested within the timeframes recommended by recognised authorities.
- ✧ Ensure that up-to-date portable emergency contact lists are held in each room within the Pre-School.
- ✧ Ensure that emergency and evacuation risk assessments are carried out and reviewed regularly and any necessary updates provided to the approved provider.
- ✧ Ensure the emergency and evacuation instructions and floor plan are displayed in a prominent position near each exit of the premises, including near exits that forms part of the evacuation route and that all staff and educators are aware of these.
- ✧ Ensure that all educators and staff are trained in the emergency and evacuation procedures and aware of their roles and responsibilities in an emergency or evacuation.
- ✧ Ensure that all educators and staff are aware of emergency evacuation points.
- ✧ Ensure that families are regularly reminded of the emergency procedures in place at the Pre-School.
- ✧ Ensure procedures consider collecting children's medication and managing children's medical conditions.

### **Educators will:**

- ✧ Rehearse emergency and evacuation drills with everyone who is present at the Pre-School at least every three months and that the drill is documented.
- ✧ Make themselves aware of the procedures.
- ✧ Ensure that in the event of an emergency, they can follow the procedures.
- ✧ Take turns in leading drill procedures and evaluating the drill.
- ✧ Assist in contacting parents to collect children if the event of an emergency.
- ✧ Ensure children are reassured and their wellbeing supported, particularly emotionally in the case of a serious event.
- ✧ Administer any necessary first aid to children and colleagues.

### **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.

### **Families will:**

- ✧ Ensure they have the Pre-School's up-to-date contact details.
- ✧ Ensure they complete the attendance record of their child.

- ✧ Provide emergency contact details on their child's enrolment form and ensure this is kept up to date.
- ✧ Ensure they are aware of the Pre-School Emergency Preparedness and Evacuation policy and procedures.
- ✧ Reinforce the Pre-School's emergency and evacuation procedures with their child.
- ✧ If present at the Pre-School at the time, ensure that they follow the directions of educators and staff in the event of an emergency or when rehearsing emergency and evacuation procedures.

### **Emergency Evacuation Procedure:**

- ✧ The Director (Fire Warden), Nominated Supervisor, Certified Supervisor or the responsible person on the premises will blow a whistle once and say 'This is an emergency evacuation' to alert children and staff to take action to evacuate the building.
- ✧ The Administrator, Director or responsible person is responsible for the collection of the mobile phone, First Aid bag, children's medication bag from the office.
- ✧ An educator collects the children's roll from the classroom as this is a more accurate option than the attendance sheet in the foyer.
- ✧ An educator collects the Emergency Bag from the classroom.
- ✧ All other staff members are to check that the building has been cleared of all children, staff, family members and visitors.
- ✧ Staff will assist in the evacuation of the children to either Emergency Assembly Point A or B.
- ✧ 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 when a drill is being practiced.
- ✧ Children will practice responding to scenarios to develop their understanding in regard to emergency situations. Staff member to pretend to ask potential questions that emergency services may ask of the caller in a real emergency.

**Emergency Numbers:** To enable prompt action, the following is 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.
- ✧ The Administrator, Director or responsible person is responsible for the collection of the mobile phone, First Aid bag, children's medication bag from the office.
- ✧ An educator collects the children's roll from the classroom as this is a more accurate option than the attendance sheet in the foyer.
- ✧ An educator collects the Emergency Bag from the classroom.

- ✧ All other staff members are to check that the building has been cleared of all children, staff, family members and visitors.
- ✧ Keep all children inside the classroom.
- ✧ Do not answer any knocks on the door.
- ✧ Use the phone for a medical emergency.
- ✧ The 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**

### Chemical Spills

- ✧ Safety data sheets (SDS) are obtained for all chemicals on the premises and the instructions contained in these relating to storage, dilution, first aid and spills is noted and followed.
- ✧ SDS are retained near the chemical storage and / or usage area.

### Response to Telephone Bomb Threats

Instructions should include the following principles:

- ✧ Keep the person on the phone - ask "When", "Where", "What", and "Why"
- ✧ After the call, do not hang up the phone unless you must call for help
- ✧ Call Police on 000 immediately (during the call if possible)
- ✧ Notify the Nominated Supervisor and follow his / her guidance
- ✧ Do not touch or move any suspicious package
- ✧ Above all, remain calm and avoid creating a panic
- ✧ All staff are offered access to counselling services after the event

#### Procedures and Forms

WHS Checklists  
 Staff Induction  
 Emergency Evacuation Evaluations

#### Links to other Policies

Delivery of children to, and collection from the Pe-School premises	Emergency Preparedness and Evacuation
Medication, Administration of	Medical Conditions
Providing a Child Safe Environment	WHS Workplace Inspections
Enrolment	WHS Workers Compensation and Return to Work
First Aid	WHS Response to Violent or Aggressive Situations
WHS Work Health and Safety Policy	
WHS Hazard Identification and Control	

## Sources and References

ACECQA – Guide to the National Quality Framework

Risk Management Principles & Guidelines

Standard AS 3745-2010 – planning for emergencies in facilities

Standard ISO/TS 11602-2:2010 – fire protection - portable and wheeled fire extinguishers - Part 2: Inspection and maintenance

Standard AS 1851 – maintenance of fire protection systems and equipment

Standard AS 2293.1-2005 – emergency escape lighting and exit signs

Standard AS 2444-2001 – portable fire extinguishers and fire blankets - Selection and location

Policy Reviewed	Modifications	Next Review Date
2013	Developed – Guild Insurance Initiated	2023
August 2023	Changes to the NQF <ul style="list-style-type: none"><li>- <i>rewording of policy</i></li><li>- <i>improve the safety and wellbeing of children</i></li><li>- <i>addition of risk management</i></li></ul>	2025 or when procedure, practice or legislation changes