

# Emergency Management and Evacuation Policy

It is vital that if an emergency situation arises, it is handled effectively and with consideration for all involved. Supporting Educators and children with an emergency situation requires vigilant planning and consistent implementation.

Effective management of emergency situations provides an opportunity to help support and build on children's coping mechanisms and resilience

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 the Centre's environment. It is a risk to an individual's health and safety. It is important that Centres define emergencies that are specific to their environment.

We have a duty of care to provide all persons' with a safe and healthy environment. The National Quality Standard, Element 2.3.3 (Guide to the National Quality Standard, p. 78-79) encourages Centres to effectively manage incidents and emergencies and to plan for these in consultation with relevant authorities.

Emergency evacuation plans should be practiced and reviewed frequently. Evacuation plans must be displayed in prominent positions near each exit and in the children's environment with a compliant floor plan for ease of reference.

## **Circumstances under which evacuation will occur are as follows:**

- Fire within the building or playground
- Fire in the surrounding area where the Centre is in danger (If you are unsure how close the fire is call;
- Flood
- Terrorist threat
- Others may include: gas explosion, traffic accident or event which could render the building unsafe

All the above situations must be considered as possible threats to the childcare centre. Whistle will be sounded for any emergency. Educator members should be aware of their responsibilities to lessen the impact of any of the above on the children by being familiar with any directives issued under statutory rules as well as these evacuation procedures.

The Nominated Supervisor is responsible for ensuring our centre has an Emergency Management Plan (EMP) in place that has considered all relevant risks, includes procedures for evacuation, lockdown, lockout and "shelter-in-place," emergency response procedures and drills and training schedules.

### *The Nominated Supervisor is responsible for:*

- Identifying the risks and threats that could produce an emergency situation. They will conduct a risk assessment to identify potential emergencies that could affect our centre and use this to prepare emergency and evacuation procedures. An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc. Local emergency centres will be consulted for advice including local fire centres, police, ambulance, local government, community leaders and other relevant agencies. The advice will include information about evacuation routes and assembly points.

We will use the risk assessment template in the [Guide to Developing an Emergency Management Plan](#) to identify and assess potential risks.

- Developing the EMP.
- Ensuring the EMP can be easily identified and is accessible.
- Ensuring that the required regulation number of fire hoses, extinguishers and fire blankets installed throughout the premises.
- Ensuring that visitors and relief staff are aware of the emergency response procedures.
- Implementing the EMP including:



- **Disseminating information** about the EMP and the procedures relating to emergency management and evacuation to staff, children, visitors and families. Families will receive written notification from the centre. We will use informal games and discussions to familiarise children with our evacuation and emergency procedures.
- **Scheduling training for** all educators, staff and volunteers. This will include ensuring educators are provided with training on how to use fire extinguishers, fire blankets and other emergency equipment
- **Testing** the EMP every quarter
- **Reviewing** the EMP annually.
- Keeping records of all emergencies.
- Keeping records of meetings.
- Our centre will use the Department of Education and Early Childhood Development [EMP template](#).
- The fire evacuation procedure is practiced regularly throughout the year, in accordance with requirements specified in Education and Care Services National Regulations.

### **Any Emergency Phone 000 from Mobile Phone: 112**

#### **Evacuation Procedure**

In the event that the centre 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 centre. The safety and wellbeing of each child, educator and person using the centre 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. The meeting point will be **FOLETTA PARK 68-74 GLENLYON ROAD, BRUNSWICK**. The educator will follow evacuation procedure as outline below: **BLOW WHISTLE TO INDICATE AN EMERGENCY IS IN PLACE AND CALL OUT EMERGENCY PROCEDURE CODE**

The following procedures were designed specifically by the Metropolitan Fire Brigade to meet operational emergency evacuation requirements. It must be remembered that there may be a number of emergencies other than fire in the childcare centre that could necessitate an evacuation. For example:

#### **Procedure:**

- UPON DISCOVERY or NOTIFICATION OF FIRE – Blow the whistle and call out Emergency Procedure Code to alert all children, staff, visitors and parents of the emergency:
- All Educators in each room shall:
  - Raise the alarm immediately by blowing a whistle and call out Emergency Procedure Codes. The whistle will be sounded until it is confirmed that everybody has heard it and commenced evacuation (Whistles are located in each Room near Evacuation Procedures)
  - Telephone the Fire Brigade on 000.
  - Immediately move all children from the building of the emergency to the external evacuation assembly point (see Evacuation map for assembly point), using evacuation cots for Tiny Tots Room (0-2yrs), taking attendance book, gate keys and collect any emergency medication e.g. Epi Pens, asthma medication, etc for children in attendance. All effort must be made to keep the children together during the evacuation.
  - DO NOT collect children's belongings or put shoes on etc, our priority is to exit the building with the children safely.
  - Educators are to check all areas of the room are empty and close all windows and doors (including bathrooms, cot rooms, art rooms, storerooms) as your leave.
  - Ensure that family members and visitors within your room follow your direction to evacuate with your group to the designated assembly point.
  - Once assembled at the external evacuation assembly point, mark off each child in your care once you have accounted for them, on the attendance book.



- Ensure all staff is accounted for/ assist other rooms where possible. Any Educators that are on breaks, programming or study need to return to their rooms ASAP and assist staff to evacuate children.

### **Role of Educators:**

- Immediately when the alarm sounds, educators will return to the group with which they are working if it is safe to do so. Educators will then assist with the evacuation.
- Educators 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 the Educators collect that roll and the Emergency Bag and commence 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 and Emergency Bag.
- Educator to call roll and settle children.
- Supervise and reassure children.

### **Nominated Supervisor's Role:**

- Ring 000 as soon as possible
- Collect educator sign in book, a phone, emergency box and backpack.
- Check Toilet, Kitchen, Bathroom, Playrooms, and Committee Room.
- Follow children and other educators to designated area.
- Oversee and check attendances of children, educators, volunteers, families and visitors.
- Supervise and reassure children.

### **The Cooks Role:**

- Turn off stove/oven and appliances
- Check kitchen (close door when leaving area), laundry, and staff room, Committee Room and toilets.
- Assist Tiny Tots Room 0-2 years with evacuation.

### **Emergency Management Plan Procedure**

The Nominated Supervisor is responsible for implementing procedures when an emergency situation arises.

We will implement the procedures outlined in the [Guide to Developing an Emergency Management Plan](#) which we have adapted for our Centre and attached. If we identify additional threats or emergencies these are also attached.

### **Communication**

We will ensure we have access to reliable communication channels in the event of an emergency by maintaining access to a telephone (such as fixed-line telephone, mobile phone) at all times.

Our telephones are located:

- Children's Rooms
- Staff Room
- Office

If there is a complete loss of electricity and the telephones at the centre are not available, a mobile phone will be provided and ready to use at all times to ensure educators can make emergency contact.

### **Emergency Communication Plan**

We will ensure all educators, staff, visitors, volunteers and families are aware of our emergency evacuation procedures through:

- Display emergency telephone numbers prominently throughout the Centre near all telephones
- Display of evacuation diagrams based on our floor plans prominently in children's rooms, staff room and near each exit



**The Evacuation Diagram will include:**

- An A3 size diagram of the floor or area
- A title e.g. Evacuation Plan
- 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.
- Location of Hazardous Chemicals
- Date plan validated.
- Location of assembly areas
- A legend.

Regular reminders to families via email and newsletters that we maintain a Register of emergency telephone numbers for families and we must have current contact information. The Register is located in the following location – In the Emergency Evacuation Bags kept in each room.

Remember: The location of the fire and wind direction will dictate exit routes and assembly areas to be used.

**Assembly Areas:**

Two assembly areas have been selected:

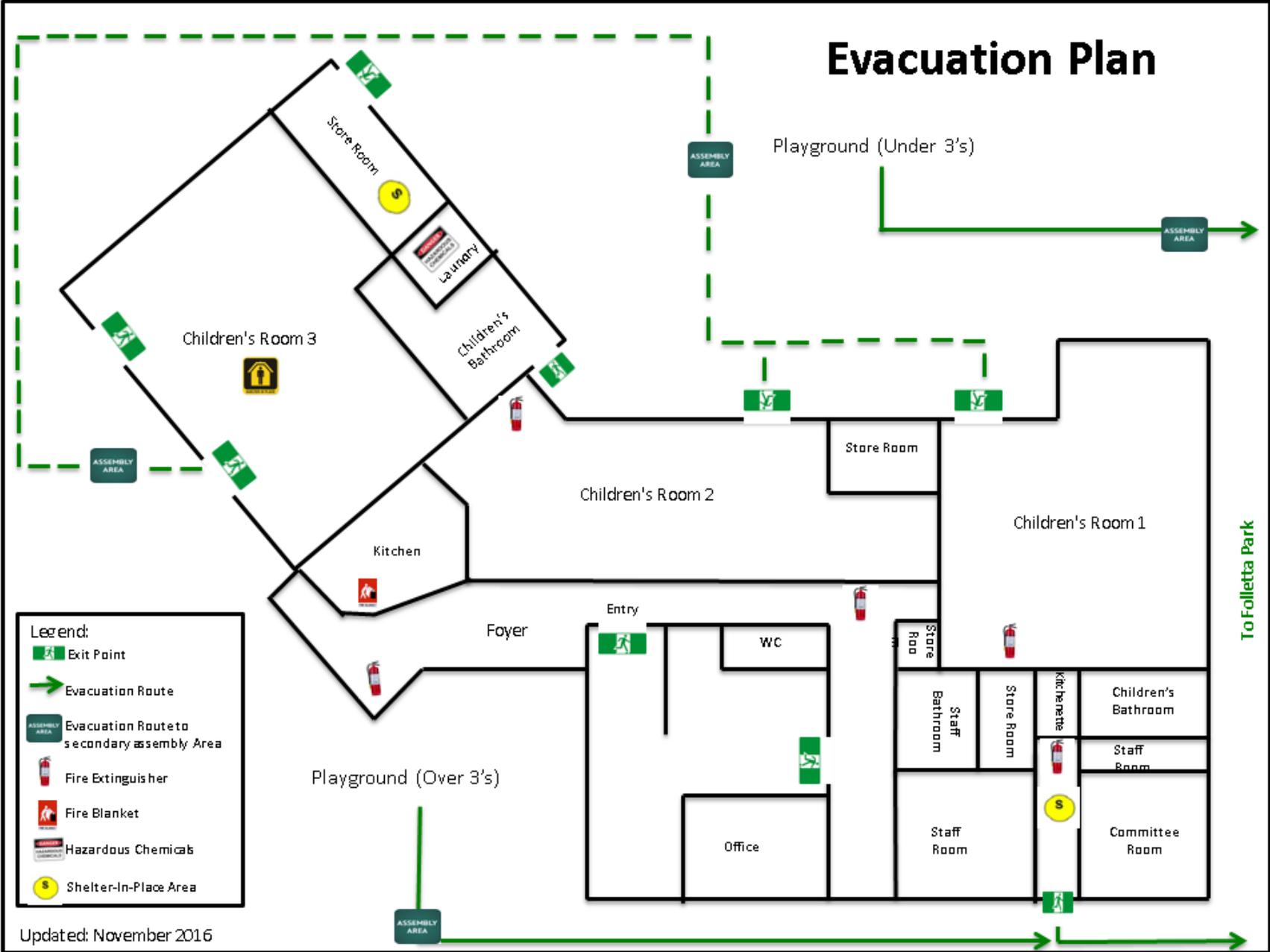
- Backyard & Front Yards depending on location of the Emergency
- Complete Evacuation to Foletta Park – 68-74 Glenlyon Rd, Brunswick.

**Emergency Evacuation Procedures:**

- Emergency and evacuation procedures that are based on the centre's floor plans will be prominently displayed in all children's rooms, foyer and staff room.
- The centre will maintain an up-to-date and compact register of emergency telephone numbers that must be taken in an emergency or evacuation.
- Emergency telephone numbers will be displayed prominently throughout the centre near each phone.
- The centre 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.
- The Nominated Supervisor is responsible for ensuring that all educators, including relief educators and educator members, are aware of the centre's policy and procedures relating to Emergency Management and Evacuation.
- Emergency and evacuation procedures will be discussed with families and regular information will be provided to families. Families will also receive written notification from the Centre
- Informal games and discussions will be used to familiarise children with the centre's evacuation and emergency procedures.



# Evacuation Plan



**Legend:**

- Exit Point
- Evacuation Route
- Evacuation Route to secondary assembly Area
- Fire Extinguisher
- Fire Blanket
- Hazardous Chemicals
- Shelter-In-Place Area

Updated: November 2016



## Emergency Procedure Codes

|               |  |  |
|---------------|--|--|
| <b>Red</b>    | <b>Fire or Smoke</b><br>Upon receiving notification of the emergency.                                | Attention all staff <b>CODE RED</b> (and location)                   |
| <b>Orange</b> | <b>Evacuation</b><br>If the Chief Warden requests an Evacuation                                      | Attention all staff <b>CODE ORANGE</b> , evacuate to (assembly area) |
| <b>Black</b>  | <b>Police Assistance</b><br>(Personal Threat)  | Attention all staff <b>CODE BLACK</b> (and location)                 |
| <b>Purple</b> | <b>Bomb Threat</b>   | Attention all staff <b>CODE PURPLE</b> (and location)                |
| <b>Yellow</b> | <b>Internal Disaster</b><br>(Gas leak, burst water – flood, foul odour, hazardous materials leakage) | Attention all staff <b>CODE YELLOW</b> (and location)                |
| <b>Brown</b>  | <b>External Emergency</b><br>(Earthquake, neighbouring premises incident, flood)                     | Attention all staff <b>CODE BROWN</b> (and location)                 |
| <b>Blue</b>   | <b>Medical Emergency</b>   | Attention all staff <b>CODE BLUE</b> (and location)                  |
| <b>Green</b>  | <b>All Clear</b><br>Given when the Chief Warden confirms the Emergency has been cleared              | Attention all staff <b>CODE GREEN</b> (and location)                 |

### Remember:

- Educator's to note where exit gate keys are located in the 3-5 Rm & Bin storage area.
- In case of an outside threat or Lock Down disarm the parent security code entry. Lock the door and assemble children, educator's students/volunteers in a safe room.
- All educator and parents on duty should familiarize themselves with these procedures and the written fire procedure displayed throughout the childcare centre. The fire orders indicate the available exit routes and the direction to travel to the assembly areas.

### Emergency and Evacuation Drills

The centre 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. We will develop a schedule for conducting drills for the different types of emergencies identified in our EMP.

- We will maintain an up-to-date and register of emergency telephone numbers that must be taken in an emergency or evacuation that is to be located in the emergency evacuation bag.



- Emergency telephone numbers will be displayed prominently throughout the Centre in the kitchen, office, staff room and each child care room.
- 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 centre during the evacuation drill must participate accordingly.
- Will be immediately followed by a debriefing session to identify any improvements that may be made to the procedures. Any staff training needs will be identified and action taken to implement the relevant training.
- The educator will blow a whistle and yell Fire and also the location of the fire. When the whistle is heard, the children will drop what they are doing and go with an educator to the designated safe area. This safe area may be a designated area outside the Centre's boundary and will be determined by the location of the fire symbol. This procedure will be necessary to allow emergency vehicles access without risk to educators or children.
- Evacuation rehearsals are to be practiced so that all children and staff have experienced an evacuation.
- Will be documented and assessed against specific outcomes using the templates in the [Guide to Developing an Emergency Management Plan](#). We will appoint an observer to evaluate our drills.
- A record will be kept in the Emergency Management Plan (EMP) to ensure that all children participate in the emergency evacuation rehearsal.
- The evacuation is to be timed during rehearsal
- Notes on any areas that need improving or revising are to be documented in the Emergency Evacuation and Evaluation Form. Educators will discuss and implement strategies to improve these areas, which will be documented in the Centre's Staff Meeting minutes and Quality Improvement Plan.
- In the event of limited Educators i.e. early morning or late afternoon, staff members are to work together to perform the duties above (the roster should support one Certified Supervisor being on premises at all times to take responsibility and delegating duties). This scenario will be discussed and documented in the Centre's Staff Meeting Minutes (WHS).
- In the event of an evacuation causing an inability to use Centre phones, e.g. damaged phone lines, a communication plan will see a staff member seek assistance from neighbouring residents or businesses and / or use the mobile phone taken by a staff member as per our Emergency Evacuation Plan.
- Management will seek training opportunities for staff to participate in emergency evacuations.
- Inspecting, testing, and servicing fire extinguishers, blankets and other emergency equipment thoroughly is imperative to safety, and compliance to Australian regulations. The maintenance regime for the inspection and testing of fire extinguishers & hydrants is specified in the Australia Standard AS 1851 Maintenance of Fire Protection Systems and Equipment.
- All extinguishers have to be inspected at six monthly intervals and if they don't have a pressure gauge, they may need to be weighed to check they are still full. Some extinguisher types may require additional tasks to be carried out annually. Extinguishers need to be emptied, pressure tested and refilled every five years. There may be other servicing requirements at 3, 5 or 6 years
- The tests and intervals are to be recorded on a label or metal tag attached to the unit.
- The Nominated Supervisor is responsible for ensuring all educators, including relief educators and staff members, are responsive to our Emergency Evacuation Policy and procedure.
- Our centre's emergency and evacuation safe area is located at – **FOLETTA PARK 68-74 GLENLYON ROAD, BRUNSWICK.**



## Jurisdiction specifications for each state

- Community Child Care Association - [www.pscvic.org.au](http://www.pscvic.org.au)
- Country Fire Authority Victoria – [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- Department of Education and Early Childhood Development - [www.education.vic.gov.au/licensedchildservices](http://www.education.vic.gov.au/licensedchildservices)
- Department of Health – [www.health.vic.gov.au](http://www.health.vic.gov.au)
- Department of Human Services – [www.dhs.vic.gov.au](http://www.dhs.vic.gov.au)
- WorkSafe Victoria – [www.worksafe.vic.gov.au](http://www.worksafe.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)

## Maintenance of Fire Equipment

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

| Key   |   |
|---|---|
| <b>Inspection Procedure of Fire Safety Installations (F.S.I)</b>    | 1. Inspect for obvious visual faults.<br>2. Inspect for faults and witness test of F.S.I by a competent person<br>3. Inspect for faults where possible and accept logbook details of F.S.I<br>4. Check Building file for details of any extra requirements. |
| <b>Required Record of Keeping Fire Safety Installations (F.S.I)</b> | L = log book required<br>R = record of maintenance required<br>T = Metal tag on F.S.I or centre details/centre label<br>(Y) = Weekly test may be omitted refer AS 1851-2005   |

**Source:** SES – [www.ses.vic.gov.au](http://www.ses.vic.gov.au) Education and Care Services National Regulations 2011, National Quality Standard Australian Government, Attorney General's Department Australian Emergency Management, Australian Standards 1851-2005 'Maintenance of Fire Protection Systems and Equipment', Occupational Health and Safety Act 2004 ECA Code of Ethics, Fire Protection Association Australia, <http://www.fpaa.com.au/> Australian Government – Emergency Service <http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>, Managing Emergency Situations, <http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf>, Work Health and Safety Act 2011, Work Health and Safety Regulations 2011, Department of Education and Early Childhood Development Victoria

**Date Implemented:** 16/04/2012

**Review Completed:** 16/01/2017

**Schedule for Review:** 16/01/2018

## National Quality Standard – NQS

### Quality Area 2: Children's Health and Safety

|       |   |
|-------|---|
| 2.1   | Each Child's health is promoted   |
| 2.2   | Healthy eating and physical activity are embedded in the program for children   |
| 2.3   | Each child is protected   |
| 2.3.3 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |

### Education and Care Service National Regulations

|    |   |
|----|---|
| 97 | Policies and procedures in relation to emergency and evacuation |
|----|---|



|   |   |
|---|---|
| 98  | Emergency and evacuation procedures                             |
| 168   | Telephone or other communication equipment                      |
| 168(2)(e)   | Policies and procedures in relation to emergency and evacuation |
| <b>Early Years Learning Framework</b>                                 |   |
| <b>Learning Outcome 3 - Children have a strong sense of wellbeing</b> |   |
| <b>3.1</b>  | Children become strong in their social and emotional wellbeing. |

