

LITTLE LEGENDS

EARLY LEARNING CENTRE

Emergency Management and Evacuation Policy

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 Little Legends Early Learning 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 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

- Emergency Service Contact Policy
- Lockdown Policy
- Incident, Injury and Trauma and Illness Policy
- Administration of Authorised Medication Policy
- Death of a Child Policy
- Medical Conditions Policy

Related Documents

- Fire and Emergency Evacuation Folder

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Implementation

Our service will conduct a risk assessment to identify potential emergencies that could affect our service 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.

Emergency and Evacuation Procedures and Drills

- Emergency and evacuation procedures that are based on the service's floor plans will be prominently displayed in each teaching room, the foyer, Kitchen, Laundry and Staff toilet.
- 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 Emergency Evacuation Kit in the Fire Cot in the Nursery
- Emergency telephone numbers will be displayed prominently throughout the service.
- The service will ensure educators are provided with training on how to use fire extinguishers, fire blankets and other emergency equipment in the building.
- 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 and evacuation procedures will be discussed with families and regular information will be provided to families. Families will also receive written notification from the service.
- The Nominated Supervisor is responsible for ensuring that all educators, including relief educators and staff members, are aware of the service's policy 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.

Rehearsal Evacuation Drill (Every Three Months)

- The service will add to each child's sense of security, predictability and safety by conducting rehearsal evacuation drills every three months. 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 accordingly.
- Rehearsal evacuation drills must be documented.
- The educator places a fire symbol for another user to find and sound the alarm (smoke alarm). When the alarm 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

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services 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.

- Our service's emergency and evacuation safe area is located in the adjacent park as shown on the Emergency Evacuation diagrams.

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 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.
- 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 cot rooms.
- Ring 000 as soon as possible.
- Follow children and other educators to designated area.
- Oversee and check attendances of children, educators, 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 front desk to be used during an emergency.
- If there is a loss of electricity, a backup mobile telephone is available and always ready for use at the front desk.
- 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.

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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. Records of inspections are to be kept in the Fire and Emergency Evacuation Folder.

External agencies will be employed to assist the service with this maintenance if no currently employed educators are qualified to complete the maintenance checks.

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 R = record of maintenance required T = Metal tag on F.S.I or service details/service label (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 Extinguishers (Portable)	2	R-T				Y	Y	Y	Y	Y	1851- Section 15

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Sources

Education and Care Services National Regulations 2011

National Quality Standard

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Australian Standards 1851-2005 “Maintenance of Fire Protection Systems and Equipment”

Early Years Learning Framework

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed : May, 2015

Date for next review: May, 2016