Hills Grammar

Emergency and Evacuations Procedures Policy

Policy Statement

Emergency and evacuation situations in the ECEC can arise for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all educators, staff, children, families and visitors to the ECEC are paramount. Specific procedures around each potential emergency are developed to provide educators with information to follow in case an emergency should arise.

Rationale

The ECEC will conduct ongoing reviews of potential emergency and evacuation situations, including medical emergency situations. Specific procedures will be developed around potential emergency situations and practice and reflection of emergency and evacuation procedures will take place.

Strategies

The Nominated Supervisor will:

- Oversee that every reasonable precaution is taken to protect the children, educators, staff, families and visitors at ECEC from harm and hazards that are likely to cause injury.
- Oversee educators and staff work together to identify potential emergency and evacuation situations that may arise in the ECEC and identify all risks associated with such situations.
- Conduct and update a risk assessment of the overall premises.
- Conduct and update a risk assessment in regard to emergency evacuations.
- Ensure that educators have access to an operating telephone or similar means of communication and that emergency numbers are displayed near telephones. Update contact numbers as required.
- Ensure educators have access to emergency equipment such as fire extinguishers. Oversee any equipment is tested as recommended by recognised authorities.
- Ensure all emergency and exit signs are clearly visible.
- Provide an evacuation plan, that includes a clear diagram of the escape route(s) and assembly area(s) is prominently displayed in addition to the emergency procedures plan.
- Ensure all persons in, at or near the ECEC are aware of their roles and responsibilities in the event of an emergency or critical incident.
- Ensure emergency and/or critical incident reporting, response and evacuation procedures or instructions are documented and evaluated.
- Ensure the relevant government health and safety authority is notified in the event of a serious emergency or critical incident.
- Ensure counselling and debriefing services are made available for all those involved in an emergency/critical incident situation where required. The level of debriefing and/or counselling that may be required will vary according to the individual, the extent of the emergency and/or casualties or any difficulties experienced in implementing emergency procedures.
- Send maintenance requests to the Maintenance Department to fix any potential hazards.
- Ensure practice evacuation procedures occur every 3 months incorporating educators, staff, families, children and visitors present at the ECEC at the time of the practice evacuation or drill, and document the evacuations to assist in refining the risk management plan.
- Inform the families when practice evacuations or drills occur within the ECEC.

- Oversee that family emergency contact lists are updated as required.

Educators will:

- Ensure the electronic sign in accurately records attendance of each child. Educators are to check the electronic sign in at the start of their shift to ensure children present, have been signed in.
- Sign in and out to the ECEC on arrival and departure.
- Cross check the number of children in each environment against the electronic sign in throughout the day.
- Familiarise themselves with evacuation procedures in each area of the ECEC.
- Provide children with learning opportunities about emergency evacuation procedures.
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.
- Provide reflective feedback to the Nominated Supervisor after each practice evaluation or drill.
- Read through the risk assessment of the overall ECEC premises and provide feedback to the Nominated Supervisor.
- Oversee the emergency backpacks in each room are packed with relevant materials and accessible in case of an emergency.
- Assist the Nominated Supervisor by identifying any risks and potential emergency situations.
- Be alert of the immediate needs of all children throughout scheduled and spontaneous evacuation dills.
- Ensure they know where equipment is kept (e.g. fire extinguisher).
- Become familiar with the layout of the building, the sound and duration of the alarm system used by HG and ECEC, the nearest exit routes, assembly locations etc.
- Co-operate with, and follow any instructions given by members of the emergency / incident control group and/or emergency services in the event of an emergency / critical incident.
- Report and record any suspicious behaviour, vehicles, incidents or persons they observe within the vicinity of the ECEC to the nominated supervisor / responsible person.
- Check on arrival to ECEC each day that ‘normal conditions’ are prevailing.
- Close and lock all windows when closing the ECEC.
- Set the alarm before closing the ECEC.
- Notify the Nominated Supervisor if they are working at the ECEC outside of regular operating hours.

Families will:

- Ensure they use the electronic sign in on delivery and collection of their child.
- Provide emergency contact details on their child’s enrolment form and ensure this is kept up to date.
- Familiarise themselves with the ECEC emergency and evacuation policy and procedures.
- Follow the directions of educators in the event of an emergency.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children’s Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Links to other Evacuation Procedures and Forms

ECEC Procedures for an Evacuation

Emergency Evacuation Diagrams

ECEC Emergency Procedures – Quick Guide

ECEC Fire Procedure

ECEC Lockdown Procedure

Personal Description Form

Phone Threat Description Form

The Hills Grammar School – Evacuation and Lockdown Policy

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.