

Intereach Children's Services

Emergency and Evacuation Procedure



Applies to	Intereach Family Day Care (FDC) and Intereach Out of School Hours (OOSH)				
Policy	Children's Services Health and Safety Policy				
Version	2.0	Date approved	30/07/2021	Next review date	30/07/2024

1. Objective

Intereach educators and staff are committed to ensuring the health, safety and wellbeing of all staff, educators, children, parents, students, contractors, and visitors in the event of an emergency or evacuation at any educator's home, service, or excursion venue. Intereach is committed to identifying and reducing the risks and hazards of emergency and evacuation situations.

2. Responsibilities

It is the responsibility of Nominated Supervisor to:

- collaborate with educators and staff to manage all risks associated with emergency and evacuation situation; and,
- ensure the development of an Emergency Management Plan (EMP) and review as needed;
 - For FDC Educators' EMPs are embedded within the annual home safety document; and,
 - OOSH conducts evacuation every three months and EMP is reviewed after every rehearsal.

It is the responsibility of educators and staff to:

- ensure the EMP includes an evacuation plan (that includes a current building floorplan) for onsite and offsite evacuations relevant to each service location;
- ensure a risk assessment is used to identify potential emergencies relevant to the service and reviewed regularly;
- ensure risk assessments are considered in relation to emergency and evacuation procedure rehearsals due to inherent risk associated with rehearsals;
- ensure all the children's services are equipped with safety equipment which includes fire blankets, fire extinguishers, functioning smoke detectors and fully equipped first aid kits;
- ensure that testing and maintenance of emergency equipment such as fire blankets, fire extinguishers and first aid kits are carried out every six months and smoke detectors checked every 12 months including changing the batteries;
- display the evacuation plan and instructions in a prominent position near each exit at the service location;
- comply with the relevant EMPs;
- ensure that exits are always kept clear to ensure that everyone can exit safely in the event of an evacuation;
- at all times, have access to an operating telephone or other similar means of communication such as a mobile phone that is:
 - charged and turned on and has no restrictions in making or receiving calls; and,
 - has credit available to be able to communicate immediately with emergency services or parents of children attending or to receive calls.

- in the event of an emergency ensure a clearance is obtained from relevant authorities, depending on the nature of the event, before returning to the building or residence and if a building or residence is unsafe to return to, notify parents or emergency contacts to collect each child;
- ensure that families are regularly communicated with and made aware of emergency and evacuation procedures including when rehearsals have been carried out;
- regularly embed emergency and evacuation learning with children through the educational program; and,
- participate in relevant emergency and evacuation procedure trainings.

3. Procedure

Different emergency situations may present different levels of risk and require different responses, depending on the service location taking into consideration of a safe environment for children.

3.1. Preparation of Emergency and Evacuation Procedures

Educators and staff will:

- develop an EMP for each service that includes detailed, specific procedures to follow in the event of the identified potential emergencies that may include (but is not limited to) the following emergencies:
 - natural disaster;
 - fire or smoke;
 - bomb threat;
 - snake or another potentially dangerous animal;
 - act of terrorism;
 - chemical or hazardous leaks and spills;
 - loss of power or water;
 - intruders;
 - an adult and or child with violent or threatening behaviour;
 - a child with a medical need, disability, or developmental delays;
 - an outbreak of infectious disease or illness;
 - serious injury; and,
 - death of a child or adult.
- where reasonably practicable (and relevant) consult with the local emergency service regarding aspects of the EMP;
- activate one or combination of the following four core emergency procedures during an emergency:
 - On site evacuation/In evacuation;
 - Offsite evacuation;
 - Lock down; and,
 - Shelter in place.
- ensure the evacuation diagrams include the following:
 - a pictorial diagram of the floor area, at least 200mm x 150 mm in size;
 - the pictorial diagram is clearly titled as "Evacuation Diagram";

Intereach Children's Services Emergency and Evacuation Procedure

- "You are here location" is identified for each diagram displayed at the premises
- designated exits are clearly marked in green;
- fire extinguishers, fire blankets and fire hoses are shown in red;
- location of assembly areas;
- date of validation of diagram; and,
- a legend to reflect symbols used.
- consider the recommended practice of an "emergency bag" being maintained at the services which includes items such as:
 - portable first aid kit;
 - torch;
 - whistle;
 - bottled water;
 - portable snacks;
 - sunscreen;
 - plastic bags; and,
 - toiletry supplies i.e., spare clothes, nappies, wipes, etc.

Note: Educators or staff can add items to the 'emergency bag' as they see fit.

- conduct a review of each service's EMP after each evacuation or annually; and,
- participate in the training of emergency and evacuation procedures.

3.2. Emergency and Evacuation Rehearsals

Educators and staff will:

- assess associated risks including all possible types of emergencies and evacuations that may be identified as relevant to the service;
- coordinate the rehearsals of emergency and evacuation procedures with every child in care at least once every three months. These rehearsals should include all those in attendance at the service or Family Day Care residence at the time including staff, volunteers, visitors, educators, children and family members;
- be informed by a risk assessment including all possible types of emergencies and evacuations that may be identified as relevant to the service;
- plan rehearsals to take place during a variety of times and when a range of staff, educators and children are in attendance, considering various times of the day, e.g. when school-aged children are in attendance; and,
- document all rehearsed emergency and evacuation procedures.

3.3. Evaluate the effectiveness of rehearsed or actual emergency and evacuations

Educators and staff will:

- follow emergency and evacuation procedures;
- once evacuated and children are safe; contact families to notify of emergency and current safe location, contact the Nominated Supervisor as soon as is practically possible to alert them of an actual emergency or evacuation.

Intereach Children's Services Emergency and Evacuation Procedure

After an emergency is over:

- once it is declared safe to return to the building or residence, staff and/or educators will, with reassurance and calmness, walk back to the building or residence following the safety procedures. Recheck that all children have returned;
- staff or educators will discuss with the children, as developmentally appropriate, the emergency that has taken place;
- staff or educators will complete an incident report relating to the emergency; and,
- the Nominated Supervisor will consider counselling services for anyone affected by the emergency.

In addition to above, if unsafe to return staff and educators will;

- inform families or authorised contacts of the emergency situation and request collection of children;
- ensure children's wellbeing and safety is maintained; and,
- ensure the General Manager is notified of impacts to services which may enact the Intereach Business Continuity Plan.

Note: If the Nominated Supervisor of the service deems the response to an actual or potential emergency to be a 'serious incident', they will refer to the *Serious Incident Procedure*.

3.4. Procedure Review

Emergency and Evacuation procedures will be reviewed every three years or in the event of an emergency or evacuation or if there is a change in relevant legislation

4. Context	
4.1. Standards or other external requirements	<p>Australian Children's Education and Care Quality Authority (2017). <i>National Quality Standards</i>.</p> <p>Australian Children's Education and Care Quality Authority (2017). <i>Guide to the National Quality Framework</i>.</p> <p>Australian Government, Department of Education, Child Care Provider Handbook 2018 – 2019. Accessed November 2019.</p> <p>Victorian Department of Education and Training, Emergency Management Requirements for Early Childhood Services, accessed December 2019.</p> <p>NSW Early Childhood Education Emergency Planning Management -updated July 2021</p> <p>Community Early Learning Australia. Sample policy 'Emergency and Evacuation' accessed February 2018.</p>
4.2. Legislation or other requirements	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p> <p>Occupational Health and Safety Act 2004 (Vic)</p> <p>Occupational Health and Safety Regulations 2017 (Vic)</p> <p>Work Health and Safety Act 2011 (NSW)</p> <p>Work Health and Safety Regulation 2017 (NSW)</p>
4.3. Internal Documentation	<p>Bushfire Risk Management Plan for FDC Services</p> <p>Emergency Evacuation Floor Plan</p> <p>Emergency Management Plan for each service</p> <p>Risk Management Plan</p> <p>Serious Incident Procedure</p> <p>Intereach Risk & Incident Management Policy</p>

5. Document control			
Version	Date approved	Approved by	Next review date
1.0	2/03/2020	R. Phillips Acting Senior Manager – Children and Family Services	02/03/2023
2.0	30/07/2021	Michelle Tai – General Manager Operations	30/07/2024

Annexure 1

Types of Evacuations with Definitions

On site evacuation/In Evacuation

A procedure used where all persons on the site meet at an agreed assembly area within the premises to ensure safety of all. On-site evacuation/ relocation will be necessary if it is unsafe for children, students and staff to remain inside the building. An onsite evacuation may be required for an emergency response to incidents such as a small fire, internal gas leak or other threat or hazard confined to a classroom. This process is often combined with lockout procedure to ensure staff and students do not have access to a high-risk area.

Offsite evacuation

A procedure to evacuate children and staff if it is unsafe to remain at the facility or on the facility grounds to the most appropriate designated off-site assembly point. An off-site evacuation may be required for an emergency response to incidents such as a bomb threat, fire, chemical spill or flood

Lock down

A procedure used when there is an immediate threat to the premises, e.g. Intruders. A lock-down may be necessary due to an incident that has occurred or is occurring on site or in the local area, and where it is determined it is safest for children, students, and staff to stay inside. A lock-down may be required in response to an emergency such as a hazardous smoke emission from a nearby fire, severe weather event or a sensitive police operation.

Shelter in place

A protective action which refers to both a process and a location. Sheltering-in-place may be used when you have determined that this action provides the best protection from external hazards, such as a severe weather event or intruder threat. In the case of a bushfire, a shelter-in-place location may be considered as an option as a central assembly point prior to evacuation, or as a last resort when an evacuation is no longer a viable option.