

Emergency Evacuation and Lockdown Planning

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| Published | August 2020 |
| Review Date | January 2024 |
| Sources | <p>Education and Care Services National Regulations, October 2020</p> <p>Education and Care Services National Law, February 2018</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Framework, January 2020</p> <p>Bush Fire Survival Plan, rfs.nsw.gov.au</p> <p>Managing Emergency Situations in Education and Care Services PSC National Alliance 2012</p> <p>Local Emergency Management Planning, NSW Justice of Emergency Management, retrieved Jan 2019</p> <p>NSW Rural Fire Service, Retrieved September 2020</p> |
| Consultation | <p>Peter Dyce – Community Safety Officer NSW RFS (Yass) 2013, 2015</p> <p>Mike Cliff – Gundaroo R.F.S Captain 2019</p> <p>Community Early Learning Australia – Consultancy, Review and Development of Emergency Procedures for Family Day Care Sept 2020</p> |
| Associated Policies | |
| Relevant Forms | |

Policy Statement:

Our Service and Educators will consider emergency situations within local contexts and develop suitable plans based around risk assessment outcomes using local and state based authorities and resource agencies.

Planning for an Emergency Evacuation:

Assessment of a Family Day Care Home or Venue

- Conduct an initial risk assessment of each home or venue prior to approval to assist in identifying potential emergencies relevant to the residence or venue
- Conduct annual risk assessments for each educator’s home or venue to review and refine emergency and evacuation procedures for their service, including medical emergency situations
- Provide each Educator with support and training in the establishment of emergency evacuation procedures for their residence or venue based on the information in the service’s current policy
- Provide Educators with a current list of Authorised Companies in their area that conduct Fire Equipment Compliance.

Educator Training

- Discuss the National Education and Care Services Law and Regulations in relation to emergency management in child care services
- New Educator Training includes explanation and discussion about the Emergency Management Policy and Procedure.
- Associated policies to be provided to new Educators to guide the development of their Emergency Plans and Procedures

Risk Assessments

- Discuss the potential risks and risk levels associated with the educator's home, and or surrounding area
- Discuss how to prepare a plan and procedures that will suit the Educators environment and identified potential risks
- Ensure access to emergency numbers by either displaying them next to a phone or with the Emergency and Evacuation Plan, where a phone can be readily accessed
- Ensure that children's family contact details are readily accessible and up to date in the case of an evacuation
- Discuss Emergency and Evacuation Procedures and Plans where appropriate with children
- Discuss Emergency and Evacuation Procedures and Plans with families, and other visitors to the service e.g., Educator Assistants, volunteers and students
- Inform families if there are any changes to the Emergency and Evacuation Procedures and Plan
- Have access to emergency equipment such as fire blankets and fire extinguishers

Emergency Evacuation Plans and Procedures

- Emergency Evacuation Plans and Procedures must be clear and be displayed at each exit of the Educators home or venue

Emergency Equipment

- Fire Equipment including a Fire Extinguisher, Fire Blanket and fire/smoke alarms as determined by an authorised company will be placed and secured in accordance with the authorities' advice
- Educators must ensure that they are trained and informed on how to use the Fire Equipment installed at their Home / Venue
- All fire extinguishers and fire blankets and fire/smoke alarms located throughout the Family Day Care Home or Venue will be inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851: *Maintenance of Fire Protection Systems and Equipment*.
- Ensure there is access to an operating telephone or other similar means of communication (fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment) at all times

Lockdown Areas

- Ensure there is access to an operating telephone or other similar means of communication (fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment) at all times
- Ensure that the selected Lock down Area enables safe access to water, food, nappy change facilities, space for rest and quiet activities

Evacuation Kit

- The location of the Emergency Kit must be identified on the Emergency Plan
- The contents of the Emergency Kit must be checked at least once a month

The Emergency Kit Must include:

- First Aid Kit
- Water
- Family Contact Information
- Country Children's Early Learning Contact Information
- Emergency contact details for each child
- Child attendance register
- Working torch with spare batteries
- Educator/child medication and medical information
- Mobile phone and charger
- Nappies
- Gloves
- Nappy wipes

Rehearsal of Evacuation Plans and Procedures

- Maintain the emergency and evacuation procedures through the practice of three monthly rehearsals
- Emergency and evacuation rehearsals should take place at various times of the day and week, using a variety of scenarios.
- Emergency and evacuation rehearsals must be documented in the Educators Family Day Care Service Operational Diary including:
 - Date and time
 - How many people evacuated
 - Names of children who evacuated
 - Length of time it took to evacuate/conduct the drill
 - Purpose of evacuation drill
 - Problems encountered
 - Additional comments
- Discuss changes that may affect the Emergency and Evacuation Procedures and Plan with an authorised company and CCEL where required

Review of Emergency Plans and Procedures

- Emergency Evacuation Plans and Procedures are to be reviewed every 12 months, in the event of an identified issue during rehearsals, or a significant change to the home or venue environment

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems