



EMERGENCY EVACUATION AND LOCK DOWN

Introduction

"Children have a fundamental right to be protected and kept safe when they attend an education and care service. Unsafe settings and situations can negatively impact on children's physical health and wellbeing, which in turn can negatively affect their experiences, learning and wellbeing in the present and throughout their lives." (National Quality Standard 2.2).

Our education and care service are committed to identifying risks and hazards of emergency evacuation and lockdown situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

Goals - What are we going to do?

Our care and education service will:

- Conduct ongoing Emergency Risk Assessments and review all potential emergency and evacuation situations, such as, but not limited to premise fire, bush fire, flood, storm, invasion by a person, invasion by an animal/reptile, domestic violence incident or Educator / staff person medical emergency; and
- Ensure regular rehearsal and evaluation of **Emergency Evacuation and Lock Down** procedures are implemented and documented in the Harmony Web program (Reg 97, NQS 2.2.2 and Operation requirements 2.10).

Strategies - How will it be done?

The Approved Provider and Nominated Supervisor will:

- Work together with Coordination Unit Staff and Educators to identify potential evacuation and lock down situations that may arise to identify all risks associated with such situations;
- Work together to develop procedures to manage all risks associated with evacuation and lock down situations;
- Ensure that an **Emergency Risk Assessment** is conducted to identify potential emergencies that are relevant to our service (Reg 97.2);
- Ensure that an **Emergency Evacuation and Lock Down Floor Plan** is written and displayed in a prominent position **near each exit** of the premises of the Coordination Unit and Educators premises (Reg 97.4);

- The **Emergency Evacuation and Lock Down Floor Plan** must include the location of: fire extinguisher, fire blanket, smoke detector/s, first aid kit and emergency meeting point/s and Lock Down Area. (Reg 97.1b);
 - Additionally, the Floor Plan must include the existence of any water hazards, water features or swimming pools at or near the residence. A copy for the office is required; and
 - Additionally, the Floor Plan must include if the residence is in a Multi-Story Building, with other occupants in the building (other than the Family Day Care Educators, household members);
- Ensure that the development of a **procedure/instructions** for what must be done in the event of an emergency evacuation or lock down is written and displayed in a prominent position **near each exit** of the premises of the Coordination Unit and Educators premises. (Reg 97.4);
- Ensure that **rehearsals** of an emergency evacuation and lock down procedures are **rehearsed every 3 months by the Educator and children present at the service on the day of the rehearsal (Reg 97.3ab)**;
- Ensure that the rehearsals of the emergency evacuation and Lockdown procedures are documented, (97.3b);
- Ausscot Family Day Care will email Educators the identified **emergency evacuation and lockdown** scenario and Educators will carry out and record the rehearsals in their Harmony Web program of each emergency evacuation and lock down rehearsed (Reg 97.1b);
- Ensure Educators and staff have ready access to an **operating telephone**, mobile or similar means of communication and that emergency telephone numbers are available (Reg 98);
- Ensure Educators and staff have ready **access to emergency equipment** such as fire extinguishers, fire blankets and that smoke detector/s are installed, and a garden hose is available; and
- Ensure that **emergency equipment is tested** as recommended by recognised authorities (as per Educators section).

Educators will:

- Ensure that an **Emergency Risk Assessment** is conducted to identify potential emergencies that are relevant to your service (Reg 97.2);
- Ensure that an **Emergency Evacuation and Lock Down Floor Plan** is written and displayed in a prominent position near **each exit** of the residence (Reg 97.4);
- The emergency evacuation and lock down **floor plan** must include the location of; fire extinguisher/s, fire blanket/s, smoke detector/s, first aid kit and emergency meeting point (Reg 97.4);
 - Additionally, the Floor Plan must include the existence of any water hazards, water features or swimming pools at or near the residence. A copy for the office is required; and
 - Additionally, the Floor Plan must include if the residence is in a Multi-Story Building, with other occupants in the building (other than the Family Day Care Educators, household members);

- Ensure the development of a **procedure/instructions** for what must be done in the event of an evacuation or lock down is written and displayed in a prominent position near each exit of the premises of the Educators residences (Reg 97.1a);
- Ensure that **rehearsals** of an emergency evacuation and lock down procedures are **rehearsed every 3 months by the Educator and children present at the service on the day of the rehearsal (Reg 97.3ab)**;
- Ensure that the rehearsals of the emergency evacuation and Lockdown procedures are documented, in **writing in the Educators Harmony Web program** of each emergency evacuation and lock down rehearsal (Reg 97.3b);
- **Be alert** to the immediate needs of all children throughout the rehearsed evacuation or lock down rehearsals;
- Provide children with **learning opportunities** about emergency evacuation and lock down procedures;
- Ensure they have ready access to **an operating telephone**, mobile or similar means of communication and that emergency telephone numbers are available (NQS);
- Ensure that up to date portable **emergency contact lists** for children are taken on every excursion;
- Ensure they have ready **access to emergency equipment** such as fire extinguisher, fire blanket and smoke detector/s are installed, and a garden hose is available;
- **Ensure that emergency equipment is tested as recommended by recognised authorities;**
 - the service must provide appropriately located **fire extinguisher/s** (minimum 1kg) at the premises (more than one if the educator uses more than one designated indoor child care area);
 - the service must provide a **fire blanket** that is kept adjacent to the cooking facilities;
 - the service must provide appropriately located **smoke detector/s** (one if electrically wired in or two or more if battery operated);
 - fire extinguishers, blankets and smoke detectors at the service must be **inspected every 6 months** (as per the Kidsafe Family Day Care Guidelines 2021) and after any use. A copy of the inspection must be provided to Ausscot FDC as a record. If new equipment must be purchased, a copy of the receipt is then provided to the AFDC office;
 - the service must have a garden hose accessible to the designated childcare area, in the event of an emergency.

Parents/Guardians will:

- Be informed by the Educator when a **rehearsal of emergency evacuation and lock down procedures, has been performed with their child in care** (Reg 97.3ab).

Policy availability and review

This policy will be readily accessible to all staff, Educators, families and visitors, and ongoing feedback on this policy will be invited. Management, staff, and Educators will monitor and review the effectiveness of this policy regularly. Updated information will be incorporated as needed.

References

Education and Care Services National Law Act 2010:

<https://www.legislation.vic.gov.au/in-force/acts/education-and-care-services-national-law-act-2010/013>

Education and Care Services National Regulations:

<https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>

Kids Safe Family Day Care Safety Guidelines 2021

<https://www.kidsafensw.org/safety/home-community/family-day-care/>

Guide to the National Quality Framework - (NQS)

<https://www.acecqa.gov.au/national-quality-framework/guide-nqf>

Attachments

- a. Emergency Risk Assessment
- b. SAMPLE: Procedure/instructions in the event of an emergency
- c. SAMPLE: Emergency evacuation floor plan
- d. Harmony Web procedure of each emergency evacuation and lockdown rehearsal