



Wangaratta Children's Services Centre

Emergency And Evacuation Policy 2023

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National Quality Standard

2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

National Regulations

Section/ Regulations	Description
Section 167	Offence relating to protection of children from harm and hazards
Regulation 97	Emergency and evacuation procedures
Regulation 98	Telephone or other communication equipment
Regulation 99	Children leaving the education and care service premises
Regulation 136	First aid qualifications
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures.

Statement and Purpose

The Rural City of Wangaratta Children's Services are committed to ensuring the safety, health and wellbeing of children attending our education and care service by identifying the risks and hazards of emergency and evacuation situations.

Children, educators and staff will regularly rehearse our emergency and evacuation procedures to maximize their safety and wellbeing in the event of emergency or event requiring evacuation.

Policy and Procedures

Emergency and Evacuation Procedure Guidelines:

- The Nominated Supervisor/Approved Provider will make the final call to whether to evacuate the premises due to an emergency situation.
- contact 000 for local emergencies- provide name, address and nearest cross street, reason for evacuation, phone contact number, number of children and adults evacuating.
- Guidance will be provided by the relevant emergency service (Fire service, SES, Police).
- Move all children and visitors to identified evacuation/emergency assembly area as indicated on the Emergency and Evacuation Plan,
- Collect Emergency Evacuation Bag, Medical Management Plans and associated children's medication.
- Check daily attendance record and visitor record.
- Once children are safely evacuated, administer first aid if required.
- Remain calm and reassure children.
- Once emergency services arrive, contact parents/emergency contacts.
- await instructions from relevant emergency services for re-entering premises or alternative evacuation procedure.

Following the real emergency evacuation, the educator will complete an Emergency Evacuation Incident Report and an Incident, Injury, Trauma and Illness Record in accordance with the Incident, Injury, Trauma and Illness Policy 2023. The approved provider will make a notification of a serious incident to a regulatory authority (within 24 hours) through the NQA IT System when emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.

Dealing with trauma:

Dealing with Trauma Emergencies and natural disasters are extremely stressful and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many ways. Children look to adults for reassurance, care, and opportunities to share their feelings. It is important for educators to understand the impact of disasters and seek help when needed.

The Approved Provider/Nominated Supervisor will support educators to provide information to parents and families following any emergency or natural disaster including:

- Will the service be open in the days and weeks ahead?
- How to find alternative care and education.

- How to contact services for support with dealing with trauma.

Roles and Responsibilities

To ensure compliance with National Regulation and National laws, our service will ensure:

- Emergency and evacuation policies and procedures are always available for inspection at the Service's premises;
- The Approved Provider will conduct an annual risk assessment to identify potential emergencies that are relevant to the Service;
- Regular risk assessments and reviews will be made of the outdoor area to assist in planning for further shade requirements;
- Relevant stakeholders/authorities are consulted for advice and guidance to improve risk mitigation strategies as part of our emergency and evacuation plan;
- Consideration is made to evacuate infant/s and non-ambulant children evacuating the premises resulting in enhanced ratios;
- Emergency evacuation plans are displayed in prominent positions near each exit at the Service premises;
- Emergency evacuation plans include a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes from all locations within the Service;
- Exits have exit signs clearly visible;
- All educators, including casual/relief educators and staff members, are familiar with this policy, any related procedures and regulatory requirements;
- New staff, volunteers and students are provided with information and training about our this policy and any related procedures during induction;
- National Regulations state that emergency evacuation rehearsals (drills) are to be practiced and reviewed every three months by the responsible person, all staff members, volunteers, and children present on the day.
- spontaneous rehearsals also take place during the year to assist in refining risk management procedures and evacuation procedure;
- each time a planned or spontaneous emergency evacuation drill is performed it is to be timed and documented in the Emergency Evacuation Rehearsal Record;
- after reflection, notes on any areas that need improving or revising are to be documented in the Emergency Evacuation Rehearsal Record;
- Regular communication with families includes information about emergency and evacuation procedures;
- Families are informed when a rehearsal or drill has occurred;

- Each room has an Emergency Evacuation Bag;
- Emergency Evacuation Bags are regularly audited and restocked as required;
- Portable First Aid Kits are readily available in case of an emergency evacuation (in Emergency Evacuation Bags);
- An up-to-date register of emergency telephone numbers for children is maintained (Xplor app);
- At least one staff member or one Nominated Supervisor who holds current ACEQCA approved first aid qualifications, approved anaphylaxis management and emergency asthma management training attends all times;
- Medical Management Plans for children are able to be accessed easily. (In child's medical bag in each room);
- Children's medication is collected during an evacuation;
- All fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout the Service will be inspected and tested at six monthly intervals by an authorised company as per the relevant Australian Safety Standard;
- All tests performed on emergency equipment and the date on which it was tested will be recorded on a label or metal tag attached to the unit. Certificates to verify testing will be filed;
- Ensure smoke detectors are regularly tested;
- Staff and educators have access to an operating telephone or other means of communication at all times; and
- Emergency telephone numbers on display.

National Regulations state that emergency evacuation rehearsals (drills) are to be practiced and reviewed every three months by the responsible person, all staff members, volunteers, and children present on the day.

Educators will discuss and implement strategies to make in the event of limited educators (e.g., early morning or late afternoon), staff members are to work together to perform the duties as per the evacuation plan (the roster must include a Responsible Person being always on the premises to take responsibility and delegate duties).

All staff are aware of their roles and responsibilities in event of an emergency.

Breaches

A breach of this policy may result in a breach of the national law and the remedial options outlined in that Act may apply.

In the event of a breach of this policy, the Family and Early Childhood Services Coordinator should determine the applicability and scope of this policy and propose any revisions (at their discretion).

Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Gender Impact Assessment

This policy has considered and applied Council's Gender Impact Assessment Template and satisfies the provisions established in the *Gender Equality Act 2020* (Vic).

Definitions

Term	Definition	Source
Emergency.	An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down or other type of emergency response.	Guide to the NQF
Emergency drill/ rehearsal	A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response.	
Emergency services	Includes ambulance, fire brigade, police, and state emergency services	arpansa.gov.au/understanding-radiation/radiation-source/more-radiation-

		<u>sources/sun-protection-sunscreen</u>
Evacuation route	Continuous path of travel (including exits, public corridors and the like) from any part of a building to a safety place.	
Evacuation floor plan	An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults. It may also have the name 'evacuation diagram'	

References

Legislation and Guidelines

Australian Children’s Education & Care Quality Authority
 Australian Government Department of Education, Skills and Employment.
 Help in an emergency Australian Government – Emergency Services:
<http://www.australia.gov.au/information-and-services/public-safetyand-law/emergency-services>
 Early Childhood Australia Code of Ethics.
 Education and Care Services National Regulations 2011
 Fire Protection Association Australia: www.fpa.com.au/ Fire System Services:
<http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html> Guide to the
 Education and Care Services National Law and the Education and Care Services National
 Regulations.
 Guide to the National Quality Framework

Policies

Incident, Injury, Trauma and Illness Policy 2023

Review

This policy will be reviewed every four years or as required due to operational or legislative change.

Version History		
Version Number	Date of change	Reasons for change
1.0	September 2023	Re-formatting and re-structure of Council's Children Service's policy framework.