

Emergency and Evacuation Management Policy

Purpose

This policy will provide a framework to:

- Minimise the impact of emergencies and critical events on children and Educators, staff, volunteers and visitors
- Facilitate the return of the workplace to normal operations as soon as possible
- Provide staff with the tools that, if faced with an emergency situation, will enable them to respond.

ECMS services that are located in a [Bushfire-At-Risk Area](#) (BARR) have additional responsibilities as outlined in this document and are required to submit their plan annually to their DET regional office.

Policy principles

ECMS is committed to:

- Providing a safe environment for all children, staff and persons participating in programs at the service
- Having a plan to manage emergency situations in a way that reduces risk to those present on the premises
- Ensuring effective procedures are in place to manage emergency incidents at the service
- Ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service.

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Scope

This policy applies to all ECMS staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of, including during off-site excursions and activities.

Background and legislation

The Education and Care Services National Regulations 2011 define an emergency in relation to an education and care service as any situation or event that poses an imminent or severe risk to the persons at the service premises e.g. flood, fire or a situation that requires the service premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response and recovery. Services are required to have procedures in place detailing what needs to be done in an emergency, including an emergency and evacuation floor plan. These procedures must be based on a risk assessment that identifies potential emergencies relevant to the service (Regulation 97).

Early childhood services have a duty of care to the children, staff, volunteers, students, visitors and all attending the facility. It is also a requirement under the Occupational Health and Safety Act 2004 that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

Roles and responsibilities

Director, ECE	Accountable for: <ul style="list-style-type: none">Ensuring implementation and compliance with this policy and procedure.
Area Managers	Responsible for: <ul style="list-style-type: none">Ensuring implementation and compliance with this policy and procedureUndertake the responsibilities as outlined in the policy and procedure.
Centre Directors and Nominated Supervisors	Responsible for: <ul style="list-style-type: none">Undertaking roles and responsibilities as outlined in the service's EMPReviewing the service EMP at the commencement of each new yearIdentifying potential on-site hazards and taking action to manage and minimise riskAppointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency

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	<ul style="list-style-type: none"> • Leading quarterly evacuation drills • Ensuring documentation is recorded in relation to evacuation drills • Support employees and families to develop and implement the plan • Making a hard copy of the plan available to staff • Ensuring if their service is located in a BARR area, the service does not operate on a Code Red day and that families are made aware of this requirement • On Code Red days, families are notified of the closure of the service by 3pm the previous day • Ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers, contract staff and relief staff are briefed and aware of the procedures and that phone numbers of emergency services are displayed • Ensuring that the emergency management plan (attached) is followed in the event of an emergency • Testing alarms and communication systems regularly, and as a minimum when each quarterly drill is undertaken • Informing the approved provider of any serious or notifiable incidents (refer to Definitions) that must be reported to DET or WorkSafe Victoria. • Ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting • Ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted • Ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems • Providing a fully-equipped portable first aid kit (refer to Administration of First Aid Policy).
Educators	<p>Responsible for:</p> <ul style="list-style-type: none"> • Undertaking roles and responsibilities as outlined in the service's EMP • Identifying potential onsite hazards and taking action to manage and minimise risk • Contribute to the development of the service EMP

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	<ul style="list-style-type: none"> • Undertaking evacuation drills as outlined in their service EMP • Reporting changes required to the EMP to the Centre Director /Nominated Supervisor • Reporting hazards and risks to the Nominated Supervisor/Centre Director.
Parents/guardians	<p>Responsible for:</p> <ul style="list-style-type: none"> • Familiarising themselves with the service’s emergency and evacuation policy and procedures and the service’s emergency management plan (attached) • Ensuring they complete the attendance record (refer to Definitions) on delivery and collection of their children (refer to Delivery and Collection of Children Policy) • Providing emergency contact details on their child’s enrolment form and ensuring that this is kept up to date • Reinforcing the service’s emergency and evacuation procedures with their child • Following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

Related legislation	<ul style="list-style-type: none"> • Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745–2002)
Sources and further reading	<ul style="list-style-type: none"> • The Department’s Emergency Management Requirements for early childhood services are available at: www.education.vic.gov.au/childhood/providers/ • Metropolitan Fire Brigade: www.mfb.vic.gov.au • Country Fire Authority: www.cfa.vic.gov.au • State Emergency Service: www.ses.vic.gov.au • WorkSafe Victoria: www.worksafe.vic.gov.au

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