



Emergency & Evacuation Policy

MAY 2015

SCOPE:

This policy applies to all **Personnel, Members** and **Families of PCCM**.

RELEVANT INSTRUMENTS:

1. Education and Care Services National Regulations: 97, 99 (4)(d)(ii), 168
2. Work Health and Safety Regulation 2011 Regulation 43
3. Community Child Care Co-operative Ltd (NSW) Emergency & Evacuation Policy

RATIONALE:

Emergency and evacuation situations can arise in a number of circumstances and for a variety of reasons, especially given the diversity of locations and venues visited by the **Service**. In the event of an emergency or evacuation event, the safety and wellbeing of all **Personnel, Members, Families**, children and visitors to the **Service** are paramount and as such, **PCCM** is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, through ongoing review.

PRACTICES:

1. Risk Management approach to emergency and evacuation situations

1.1. The **Service** will:

- 1.1.1. conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency situations (see Medical Conditions Policy);
- 1.1.2. develop procedures for emergency and evacuation situations and ensure full awareness by all staff through the provision of professional development; and
- 1.1.3. ensure quarterly rehearsal and evaluation of emergency and evacuation procedures.

1.2. The **Director, Co-ordinator** and Management Committee will:

- 1.2.1. work together with staff to identify potential emergency and evacuation situations that may arise at any venue to identify risks associated with such situations.
- 1.2.2. work together with staff to develop **Venue Management Plans (VMP)**, which include a Venue Management Report, Venue Directions and a Venue Site Plan, to manage risks associated with emergency and evacuation situations.
- 1.2.3. ensure staff have ready access to an operating telephone, or similar means of communication, and that emergency telephone numbers are readily accessible.
- 1.2.4. ensure staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use;
- 1.2.5. ensure that emergency equipment is tested as recommended by recognised authorities; and

1.3. Staff will:

- 1.3.1. assist the Nominated Supervisor in identifying risks and potential emergency situations;
- 1.3.2. assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations; and
- 1.3.3. ensure they are aware of the placement of operating communications equipment and emergency equipment, and are confident in their ability to operate them.

2. Communication and display of emergency and evacuation procedures

2.1. The **Co-ordinator** will ensure that:

- 2.1.1. the Emergency & Evacuation Procedures and Venue Site Plan are displayed in a prominent position during Sessions and that all persons attending are aware of these;
- 2.1.2. a Venue Checklist is completed before each Session begins;
- 2.1.3. up to date portable emergency contact lists are available during each Session and that emergency and evacuation procedures state that the lists remain available throughout the emergency or evacuation event.
- 2.1.4. lists of emergency telephone numbers are to be located in the Attendance Folder, First Aid Kit and in the Motor Vehicle cab.
- 2.1.5. all staff are trained in the emergency and evacuation procedures;
- 2.1.6. all staff are aware of emergency and evacuation points; and
- 2.1.7. families at each venue are regularly reminded of the emergency and evacuation procedures.

2.2. Staff will:

- 2.2.1. contribute to the development of emergency and evacuation procedures;
- 2.2.2. ensure they are aware of the emergency and evacuation procedures; and
- 2.2.3. ensure the Emergency and Evacuation Procedures & Venue Site Plan are displayed.

3. Scheduled and spontaneous rehearsals of responses to emergency situations

3.1. The **Co-ordinator** will:

- 3.1.1. provide staff with specific procedures around potential emergency situations;
- 3.1.2. ensure that the Evacuation & Emergency Procedures are in accordance with the Venue Site Plan;
- 3.1.3. ensure that rehearsals of evacuation and emergency procedures are conducted quarterly, as a minimum. Where the venue is visited less frequently, rehearsals are conducted at every Session;
- 3.1.4. ensure that staff are aware of when scheduled emergency evacuations drills are to take place;
- 3.1.5. ensure that spontaneous rehearsals also take place to ensure staff participate in the simulation of an unplanned, emergency and evacuation events; and
- 3.1.6. evaluation/feedback forms are completed after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.

3.2. Staff will:

- 3.2.1. be aware of upcoming scheduled emergency and evacuation rehearsals, and be ready in the event of a spontaneous simulated evacuation;

- 3.2.2. provide children with learning opportunities about emergency and evacuation procedures; and
- 3.2.3. be alert to the immediate needs of all children throughout the scheduled and spontaneous emergency and evacuation drills.

4. Documentation and record keeping

- 4.1. The **Director, Co-ordinator** and Management Committee will ensure:
 - 4.1.1. that Venue Management Plans are updated as required;
 - 4.1.2. all scheduled, spontaneous and actual evacuations are documented and reviewed;
 - 4.1.3. attending staff participate in evaluation/feedback after each evacuation; and
 - 4.1.4. all emergency contact lists are updated as required.

5. Policy availability

The Emergency & Evacuation Policy will be readily accessible, via the website and on the Public Tablet, to all **Personnel, Members, Families** and visitors. Ongoing evaluation/feedback on this policy will be invited.

6. Review

Management and staff will monitor and review the effectiveness of the Emergency & Evacuation Policy regularly. Updated information will be incorporated as required.

7. Preparing Emergency Procedures

Emergency procedures must include:

- a) an effective response to an emergency;
- b) evacuation procedures;
- c) contact emergency services at the earliest opportunity;
- d) medical treatment and assistance; and
- e) effective communication between the Staff, Venue Host and persons present.
- f) the Venue Site Plan must clearly show assembly points.
- g) the procedures should be written clearly and concisely. Where relevant, the emergency procedures should address:
 - 1. allocation of roles and responsibilities for specific actions in an emergency to persons with appropriate skills;
 - 2. clear lines of communication between the person authorised to co-ordinate the emergency response and all persons at the service;
 - 3. the activation of alarms and alerting staff, children and families;
 - 4. the safety of all the people who may be at the Session in an emergency, including visitors and tradespeople and children who will require special assistance to evacuate;
 - 5. identification of safe places;
 - 6. display of the Venue Site Plan that illustrates the location of fire protection equipment, emergency exits and assembly points;
 - 7. the provision of emergency phone numbers;

ABBREVIATIONS:

PCCM – Paroo Contact Children’s Mobile Incorporated

VMP – Venue Management Plans

DEFINITIONS:

Children: All children, 0-12 years, who are enrolled at the **Service**, children of **Families** or **Members** utilising the **Service**.

Community: Includes all individuals and organisations with which **PCCM** forms a relationship within the **Service** region and beyond.

Co-ordinator: Educational Leader responsible for delivering effective and efficient Early Childhood Programs within the parameters of the Service’s funding agreement and compliant to all relevant legislation and regulations.

Director: Service Manager responsible for the overall management of the Service and ensuring compliance with all relevant legislations, regulations and funding agreements.

Families: All families using the **Service**, regardless of how that family is structured.

Members: All current members of Paroo Contact Children’s Mobile Inc. other than the Management Committee.

Personnel: all permanent, temporary and casual staff, volunteers, student placements and the Management Committee.

Service: Paroo Contact Children’s Mobile Incorporated.

RELATED POLICIES, PROCEDURES & DOCUMENTS:

Emergency & Evacuation Procedures

Venue Management Plans

(Medical Conditions Policy)

VERSION CONTROL:

This version supersedes and merges:

Emergency Evacuation Procedure

Fire & Emergency Evacuation Procedures

First Aid Information & Contacts

Outdoor Safety Checklist

Procedure for Calling an Ambulance

Ratified: 4/05/2015 by PCCM Management Committee

Review Date: 2016 [annually], or as required due to legislation, regulation or constitution changes.