

PLC SYDNEY PRESCHOOL

EMERGENCY AND EVACUATION POLICY

POL2.6.1.

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1 RELATED LEGISLATION AND REFERENCES

This information refers to Quality Area 2 of the National Quality Standards: CHILDREN'S HEALTH AND SAFETY.

- *Education and Care Services National Law Act 2010: Sections 167, 169*
- *Education and Care Services National Regulations 2011: Regulations 97, 98, 168 (2)(e)*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011: 43*

2 INTRODUCTION

The PLC Sydney Preschool is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations including:

- Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations (see Medical Conditions Policy).
- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development.
- Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

3 OUTCOMES

Emergency and evacuation situations in the PLC Sydney Preschool can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre is paramount.

4 STRATEGIES

4.1 RISK ASSESSMENT FOR POTENTIAL EMERGENCIES

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to the PLC Sydney Preschool.

Emergencies may entail an evacuation, on- or off-campus, or a lockdown:

- an **evacuation** is the temporary but rapid removal of staff and students away from a building or disaster area as a rescue or precautionary measure.
- a **lockdown** is the securing of staff and students within buildings and stopping or restricting any access into buildings and ceasing external movement about the school until the threat or risk has been resolved

The Emergency Management Folder is kept in the Preschool Office and contains:

- Detailed risk assessment and control measures of potential emergencies to which the Preschool may be exposed. Documentation is assessed and updated periodically and when needed as circumstances change.
- Detailed, specific procedures to follow in the event of any emergency or evacuation including, but not limited to:
 - Natural disaster
 - Fire or smoke
 - Bomb threat
 - Snake or other potentially dangerous animal
 - Act of terrorism
 - Chemical or hazardous leaks and spills
 - Loss of power or water
 - Intruders
 - Outbreak of infectious disease or illness
 - Death of a child or adult
- A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position in the foyer near each exit at the Preschool.

- Staffing rosters ensure that at least one Educator who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training will be immediately available in the event of an emergency.
- Emergency telephone numbers are clearly displayed above every telephone.

4.2 DISCOVERING AN EMERGENCY

- Educators who discover an emergency are required to alert the Responsible Person immediately so that they can determine and implement control measures.
- After immediate assessment, the Responsible Person will then call LOCKDOWN, LOCKOUT or an EVACUATION depending on the type of emergency.

4.3 EVACUATION DRILLS AND EMERGENCY EVACUATION

- Evacuation Drills are carried out every three months without notice, at different times of the day, in accordance with the *Education and Care Service National Regulations*.
- The processes of the Evacuation Procedures document will be followed.
- Each drill is documented to include the date, time, how many people in the building according to attendance registers, how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any), any problems encountered, weather conditions, and any additional notes. This documentation is kept for a minimum of three years.
- Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.
- Emergency whistles are provided in designated areas throughout the Preschool. Whistles are only to be used for evacuation purposes.

4.4 AFTER THE EVACUATION EMERGENCY IS OVER

- In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.
- If able to return to the building, with reassurance and calmness, walk back to the centre following the safety procedures, recheck that all children have returned and discuss as developmentally appropriate the emergency that has taken place.
- Consider counselling services for anyone affected by the emergency.

4.5 LOCKDOWN EMERGENCY

- Lockdown Drills are carried out every three months without notice, at different times of the day, in accordance with the *Education and Care Service National Regulations*.
- The processes of the Lockdown Procedures document will be followed.

5 ROLES AND RESPONSIBILITIES

ROLE	AUTHORITY/RESPONSIBILITY FOR
Approved Provider	<ul style="list-style-type: none"> ● Ensuring that every reasonable precaution is taken to protect children at the Preschool from harm and hazards that are likely to cause injury (Section 167). ● Ensuring the identification of potential emergency and evacuation situations that may arise at the Preschool and risks associated with such situations. ● Ensuring the following documents are attached to this policy: <ul style="list-style-type: none"> ○ risk assessment – reviewed at least on an annual basis; ○ emergency and evacuation procedures; and ○ emergency evacuation floor plan. ● Ensuring Educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones. ● Ensuring Educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use. ● Ensuring that emergency equipment is tested as recommended by recognised authorities.
Nominated Supervisor/ Responsible Person	<ul style="list-style-type: none"> ● Implementing duties as listed above and directed by the Approved Provider. ● Ensuring the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these. ● Ensuring that all staff are trained in the emergency evacuation procedures. ● Ensuring that all staff are aware of emergency evacuation points. ● Ensuring that families are regularly reminded of the emergency procedures in place at the Preschool. ● Ensuring that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures.

	<ul style="list-style-type: none"> ● Ensuring that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events. ● Providing staff with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children. ● Ensuring all scheduled, spontaneous and actual evacuations are documented and reviewed. ● Ensuring all staff are provided with feedback forms after each evacuation. ● Ensuring all emergency contact lists are updated as required.
Educators	<ul style="list-style-type: none"> ● Ensuring the sign-in book accurately records attendance of each child. ● Ensuring the time of arrival and departure is noted in the sign-in book for every child. ● Signing yourself in/out on the staff attendance record. ● Displaying the <i>Emergency Procedure Plan</i> for your room in a prominent position. ● Practising the external procedure by different exits. ● Practising the internal procedure. ● Familiarising yourself with evacuation procedures in each area of the Preschool. ● Familiarising relievers, students and visitors with the procedure at the beginning of the shift. ● Ensuring all items in emergency bags are present. ● Checking the number of children in your care regularly throughout the day. ● Providing children with learning opportunities about emergency evacuation procedures. ● Being alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills. ● Assisting the Nominated Supervisor in identifying risks and potential emergency situations. ● Assisting the Nominated Supervisor in developing procedures to decrease the risks associated with emergency evacuations. ● Ensuring they are aware of the placement of operating communications equipment and emergency equipment, and are confident in their ability to operate them

Families	<ul style="list-style-type: none">● Familiarising selves with the <i>PLC Sydney Preschool's Emergency and Evacuation Policy and Procedures</i> and the <i>Preschool's Emergency Management Plan</i>.● Ensuring you complete the attendance record on delivery and collection of their child.● Providing emergency contact details on their child's enrolment form and ensure that this is kept up to date.● Following the directions of staff in the event of an emergency or when rehearsing emergency procedures.
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6 POLICY EVALUATION AND REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the Preschool will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with *R. 172 of the Education and Care Services National Regulations*, the Preschool will ensure that families of children enrolled are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Policies are reviewed each year, or in the event of legislative or regulatory change, or as a result of an incident at the Preschool.

Policy review date	Modifications	Next review date
1 March 2021	Checked for currency; expansion of Lockdown reference made	March 2022
12 March 2021	Added in consistent announcement messages in our procedure documents	
16 March 2021	Added in Appendix - Notification for Evacuation/lockdown drills	

7 APPENDIX

Emergency Risk Assessment

(Regulation 97: Emergency and Evacuation Procedures)

For the purposes of preparing the emergency and evacuation procedures, the approved provider of an education and care service must ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the service.

Potential Emergency Situation identified	Potential Hazards identified as a result of emergency situation	Potential risks identified as a result of emergency situation	Likelihood Almost certain, Likely, Possible, Unlikely, Rare	Risk rating Insignificant, Minor, Moderate, Major, Severe	Control strategies to address risk Outline steps to take to maximise the safety of staff and children

Emergency Risk Assessment

(Regulation 97: Emergency and Evacuation Procedures)

		Impact				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	High	Very high	Very high
	Likely	Medium	Medium	High	High	Very high
	Possible	Low	Medium	High	High	Very high
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

L i k e l i h o o d	Almost certain	Is expected to occur in most circumstances
	Likely	Will probably occur in most circumstances
	Possible	Could occur at some time
	Unlikely	Not likely to occur in normal circumstances
	Rare	May occur only in exceptional circumstances

I m p a c t	Insignificant	Injuries not requiring first aid
	Minor	First aid required
	Moderate	Medical treatment required
	Major	Hospital admission required
	Severe	Death or permanent disability to one more persons

Emergency Evacuation/Lockdown Drill Notification

When an emergency evacuation drill or lockdown drill is due to take place, the following groups should be notified:

- Preschool Staff
- PLC Sydney
 - Head of Compliance
 - Security
- Support staff and those assisting children with additional needs
- Church staff - Minister