

EMERGENCY AND EVACUATION

We aim to provide an environment that provides for the safety and wellbeing of the children, families and educators at all times. All children and educators will be aware of, and practised in, emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately undertaken. Our procedures align with National Law (Regulation 97) relating to emergency and evacuation procedures.

Procedure:

-Emergency Evacuation

- Emergency evacuation procedures and floorplans will be clearly displayed near the entrance and exit to each room used by the service.
- There will be established primary and secondary assembly areas.
- There will be an established process to communicate that there is an emergency.
- A risk assessment will be conducted to identify potential emergencies relevant to the service.
- There are clear instructions for what steps will need to be undertaken by all educators. (*see appendix 12*)
- All educators will be informed of the procedure and their specific duties identified in their orientation to the service.
- Children and educators will practice the emergency procedure at least every 90 days, in all types of care.
- All emergency drills will be recorded - additional comments on recommendations for improvements can also be included in the record.
- Parents/caregivers will be informed of how to access information outlining procedure and assembly points.
- No child or educator is to collect personal items during an emergency evacuation. This would lead to confusion and delays.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444, and educators will be instructed in their operation.
- Educators will only attempt to extinguish fires if a fire is burning in the exit and preventing the safe evacuation of children and educators, the fire is small, there is no threat to their personal safety, they feel confident to operate the extinguisher, and all the children have been evacuated from the room.
- The service will install and maintain a fire blanket and smoke detectors and there is a residual current device installed.
- No one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.

Emergency Lockdown

- Emergency lockdown procedures will be clearly displayed near the entrance and exit to each room used by the service.
- All educators will be informed of the procedure and their specific duties identified in their orientation to the service. (*see appendix 12*)
- Children and educators will practice the emergency procedure at least once every 90 days
- All drills will be recorded - additional comments on recommendations for improvements can also be included in the record.



- Parents/caregivers will be informed of how to access information outlining the procedure and assembly points.
- To avoid confusion, the service will use a different alarm warning bell than that used for evacuation.
- In the event of a bushfire threat, the service will initiate the site’s bushfire action plan.
- In vacation care while on excursion consideration will be given to a bushfire action plan. (see *Risk Minimisation Policy*)

-Whilst on excursions and the need arises for an emergency evacuation or lockdown, the Director will follow the above procedures as closely as possible.

For further information see DECD Bushfire Procedure at www.dfe.sa.gov.au/docs/documents/1/MossBushfireRiskManagement.pdf
SA Country Fire Services at www.cfs.org.au

Policy reviewed	Previous modifications	Next review date
26/10/2021	NO CHANGES	2022