

**CLOSEST FIRE STATION**

Address: 47 Collingwood St, Osborne Park WA 6017

Phone:(08) 9244 9577

# Emergency Evacuation Policy

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It is vital that if an emergency arises, it is handled effectively and with consideration for all involved. Supporting Educators and children with an emergency requires vigilant planning and consistent implementation.

Effective management of emergency situations provides an opportunity to help support and build on children's coping mechanisms and resilience.

**National Quality Standards (NQS)**

Quality Area 2: Children's Health and Safety	
2.2	Healthy eating and physical activity are embedded in the program for children
2.3	Each child is protected

**Education and Care Services National Regulations**

Children (Education and Care Services) National Law NSW	
97	Policies and procedures in relation to emergency and evacuation
98	Emergency and evacuation procedures
168	Telephone or other communication equipment

**PURPOSE**

We aim to maintain the safety and wellbeing of each child, educator and individual using the service during an emergency or evacuation situation.

**SCOPE**

This policy applies to children, families, staff, management, and visitors of the Service.

**IMPLEMENTATION**

We define an emergency as an unplanned, sudden, or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the Service's environment. It is a risk to an individual's health and safety. It is important that Services define emergencies that are specific to their environment.

We have a duty of care to provide all persons' with a safe and healthy environment. The National Quality Standard, Element 2.3.3 (Guide to the National Quality Standard, p. 78-79) encourages Services to effectively manage incidents and emergencies and to plan for these in consultation with relevant authorities.

Emergency evacuation plans should be practiced and reviewed frequently. Evacuation plans must be displayed in prominent positions near each exit and in the children's environment with a compliant floor plan for ease of reference.

Circumstances under which evacuation will occur are as follows:

- Fire within the building or playground and Fire in the surrounding area where the Service is in danger closest fire station to Mt Hawthorn Primary School is:
- Osborne Park Address: 47 Collingwood St, Osborne Park WA 6017 Phone:(08) 9244 9577

- Flood, Terrorist threat. Others may include gas explosion, traffic accident or event which could render the building unsafe CALL:  
000 for fire or life threatening emergencies  
132 500 for SES emergency assistance  
13 DFES (13 3337) for emergency information

### Emergency and Evacuation Drills

- We will maintain an up-to-date and register of emergency telephone numbers that must be taken in an emergency or evacuation that is to be in the emergency evacuation bag.
- Emergency telephone numbers will be displayed prominently throughout the Service in the kitchen, office.
- A record will be kept ensuring that all children participate in the emergency evacuation rehearsal at least 4 times per year during either BSC/ASC and once during each Vacation Care period.
- Educators will be nominated to take charge of the emergency and initiating the evacuation.
- The evacuation is to be timed during rehearsal for effectiveness.
- Notes on any areas that need improving or revising are to be documented in the Emergency Evacuation Rehearsal Record. Educators will discuss and implement strategies to improve these areas, which will be documented in the Service's Staff Meeting minutes and Quality Improvement Plan.
- In the event of limited Educators i.e. early morning or late afternoon, staff members are to work together to perform the duties above (the roster should support one Certified Supervisor being on premises at all times to take responsibility and delegating duties). This scenario will be discussed and documented in the Service's Staff Meeting Minutes.
- Inspecting, testing, and servicing fire extinguishers, blankets and other emergency equipment thoroughly is imperative to safety, and compliance to Australian regulations. The maintenance regime for the inspection and testing of fire extinguishers & hydrants is specified in the Australia Standard AS 1851 Maintenance of Fire Protection Systems and Equipment.
- Have a pressure gauge, they may need to be weighed to check they are still full.
- All extinguishers must be inspected yearly and if they do not
- The tests and intervals are to be recorded on a label or metal tag attached to the unit.
- The Nominated Supervisor is responsible for ensuring all educators, including relief educators and staff members, are responsive to our Emergency Evacuation Policy and procedure.

#### Emergency numbers:

- 000 for fire or life threatening emergencies
- 132 500 for SES emergency assistance
- Department of Fire and Emergency Services (DFES) 9395 9300
- National Security hotline WA **1800 123 400/**
- Western Power 13 13 51
- ATCO Gas Australia 13 13 52
- Water Corporation 13 13 75

Royal Perth Hospital	9224 2244
Sir Charles Gairdner Hospital	9346 3333
Perth Children's Hospital	6456 2222
Ambulance: non-emergency transport	9334 1234

Western Australia (WA)
<ul style="list-style-type: none"> <li>• Department of Local Government and Communities – <a href="http://www.dlhc.wa.gov.au">www.dlhc.wa.gov.au</a></li> <li>• Department for Child Protection – <a href="http://www.dcp.wa.gov.au">www.dcp.wa.gov.au</a></li> <li>• Department of Health WA – <a href="http://www.health.wa.gov.au">www.health.wa.gov.au</a></li> <li>• FESA – Fire and Emergency Services Authority of Western Australia - <a href="http://www.fesa.wa.gov.au">www.fesa.wa.gov.au</a></li> <li>• Health Direct - <a href="http://www.healthdirect.org.au">www.healthdirect.org.au</a></li> <li>• Perth Children's Hospital <a href="http://www.pch.health.wa.gov.au">www.pch.health.wa.gov.au</a></li> <li>• Professional Support Coordinator WA: Child Australia – <a href="http://www.childaustralia.org.au">www.childaustralia.org.au</a></li> <li>• SESVA - State Emergency Service Volunteers Association - <a href="http://www.ses-wa.asn">www.ses-wa.asn</a></li> <li>• WA Police – <a href="http://www.police.wa.gov.au">www.police.wa.gov.au</a></li> <li>• WorkSafe WA - <a href="http://www.commerce.wa.gov.au/WorkSafe/">www.commerce.wa.gov.au/WorkSafe/</a></li> </ul>

#### Source

<ul style="list-style-type: none"> <li>• Australian Children’s Education &amp; Care Quality Authority. (2014).</li> <li>• Guide to the Education and Care Services National Law and the Education and Care Services National Regulations</li> <li>• ECA Code of Ethics.</li> <li>• Guide to the National Quality Standard.</li> <li>• Fire Protection Association Australia <a href="http://www.fpaa.com.au/">http://www.fpaa.com.au/</a></li> <li>• <b>Australian Government – Emergency Services</b> <a href="http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services">http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services</a></li> <li>• <b>Managing Emergency Situations</b> <a href="http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf">http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf</a></li> <li>• <b>Work Health and Safety Act 2011</b></li> <li>• <b>Work Health and Safety Regulations 2011</b></li> </ul>
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#### Review

Policy Review Date
September 2021

## Evacuation procedures

- The CS of the day will allocate a staff member the role of raising the alarm with 3 long blasts followed by verbal instructions
- Instruct children and staff to leave the building and assemble closest to the staff member that signaled the evacuation (if unsafe identify another area)
- The CS will also assign a contact staff member the role of collecting the ‘GO’ bag & care for any ill or injured children
- Staff inside collect tablet for sign in and out on way out
- Last staff member/s (one for boys and one for girl’s toilet) to leave checks that no people remain inside and proceed to check the toilet
- Staff holding the sign in/ out tablet will instruct the children to sit quietly and take the roll and the remaining staff will conduct head count
- Contact relevant authorities or emergency services
- Send notice out on flexischool/Hubhello to advise families of emergency

- Call families of children that might be injured
- Children and staff remain at assembly point until all clear or further instructions are given
- Staff responsible for raising the alarm will write up the evaluation report which will be filled away in the Occupation Health and Safety file. The emergency evacuation report will be discussed in the next staff meeting.

### Emergency procedures when a child and or staff member is in danger

- Injured child/staff member will be made as comfortable as possible:
- First aid to be administered
- Child/ren's parents will be contacted immediately
- The staff members next of kin will be contacted (see phone numbers in staff timesheet folder or office)
- Staff will call 000 if need be
- It is vital that if an emergency arises, it is handled effectively and with consideration for all involved.
- Supporting Educators and children with an emergency requires vigilant planning and consistent implementation.
- Effective management of emergency situations provides an opportunity to help support and build on children's coping mechanisms and resilience.