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| ***Evidence of link to Regulations (ECSNR):*** Part 4.2 Div. 5  R97 – 1(a, b) 2, 3, (a, b) 4  R98 |
| ***Evidence of link to NQS::***  QA2, St2.3, E2.3.2, E2.3.3 |

Emergency Evacuation Policy

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| **Version** | **Date** | **Author** | **Change Description** |
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**Policy Objective**

To maintain the safety of the children, staff, families and visitors at the centre during an emergency.

**Rationale**

It is important to be prepared to respond quickly in the event of an emergency

that poses a risk of harm to the children and staff. We aim to ensure that there is an appropriate level of understanding and knowledge of identification and prevention of hazards is order to maintain the safety of children while in care.

**Relevant Legislation:**

Education and Care Services National Regulations, 2011

**Strategies and practices**

**Procedure:**

Staff will:

* Dial 000 (nearest cross street is…………………….).
* Collect rolls and emergency contact numbers
* In the case of a natural disaster e.g. bush fire, staff will not evacuate the centre unless directed to do so by the emergency services.
* Conduct a roll call of people in the centre and ensure they are all accounted for.
* Remain calm and comfort anyone who is distressed.
* Contact parents to collect their children if safe to do so.
* Not allow any children to leave the centre without being accounted for prior to a roll call.
* Listen to the radio for information about the emergency.
* Maintain the correct staff / child ratios.
* Care for the children at the centre overnight if parents are unable to collect them.
* Notify parents of their child’s safety when possible.
* Co-operate with emergency services.
* Maintain an emergency evacuation kit and check it each six months. The kit should include – radio, batteries, first aid kit, nappies, tissues, blankets, torch, child / staff contact numbers.
* Maintain the emergency cot in good condition and allow for easy access.
* Display emergency phone numbers near each phone in the centre.

**Chemical Emergency**

In case of chemical emergencies at the centre, follow the procedure on the MSDS sheets located in the office. Chemicals used in the centre are stored in the laundry.

**Fire Emergency**

In the event of fire, staff will:

* Use the RACE procedure recommended by the fire service
  + Remove – everyone from immediate danger.
  + Alarm – raise the alarm (blow the whistle) and ring the fire brigade (000)
  + Contain – The fire by closing the doors and windows if safe to do so.
  + Evacuate – to the emergency assembly point and make sure that all persons are accounted for.
* Extinguish the fire if safe to do so
* Contact parents to collect their children (if possible)
* Do not re-enter the building unless authorised to do so.

**Fire Prevention and Fire Drills**

Staff will:

* Teach fire prevention and procedures to the children.
* Display evacuation routes and staff duties in each room.
* Attend fire safety training and train in the use of fire extinguishers.
* Fire drills will be conducted for one week, each three months.

**Storm Emergency**

Staff will:

* Move all persons to the strongest part of the building (bathroom, internal door way or hall)
* Unplug electrical appliances
* Tape windows and glass doors with an X pattern using masking tape
* Phone the SES if needed using a mobile phone
* Do not use the land line during a storm.

**Flood Emergency:**

Staff will:

* Notify the emergency services
* Turn off all electrical appliances / equipment.
* Move all persons to the highest point in the centre.
* Move chemicals and garbage to high ground.

**References**

Education and Care Services National Regulation, 2011

Public Health Act 1991

Managing OHS in Children’s Services, Tarrant, S 2002

**Resources**

Staying Healthy in Child Care

The Australian Children’s Education & Care Quality Authority: <http://www.acecqa.gov.au/>

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| **Policy Written by:** | **Position:** | **Date:** |
| **Approved by:** | **Approved Date:** | **Next review date:** |
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**Staff Sign:**