

# Quality Area 2: Children's Health and Safety

## Emergency Management



### Introduction

Emergency situations can arise in and around Early Childhood settings, and emergencies are just as prevalent in Early Education and Care environments as in other environments. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors is paramount.

Kootingal & District Preschool places high importance on preparing our employees to assess and manage emergency situations, to ensure their safety and wellbeing and that of all children, visitors and other persons in our environment.

### Goals – What are we going to do?

Kootingal & District 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 Dealing with 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

### Strategies – To achieve our goals

#### Risk Assessment for Potential Emergencies

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our service.

Risk assessment steps:

Step 1: Identify the hazard/potential emergency/threats.

Step 2: Describe the risks – the risk each hazard creates for children, families, staff, students and visitors at our service in relation to key cause/s and key consequence/s of each.

Step 3: Identify controls/measures we currently have in place to manage the risks.

Step 4: Rate the risk – we will use the consequence criteria and likelihood tables to determine the overall rating for each risk using the risk rating matrix.

Step 5: Treatments to be implemented. The risk rating will guide the extent to which we will need to develop further treatments to reduce the risk level.

Step 6: Re-assess the risk. Once the additional treatments have been identified, we will re-assess the level of risk on the basis of the new treatments.

Risk assessment documentation will be updated periodically and when needed as circumstances change.

#### Emergency and Evacuation Procedures

Kootingal & District Preschool will develop suitable emergency response procedures based on the risk assessment outcomes. These risk assessments and procedures are kept in the WHS folder in the office and contains:

- Detailed risk assessment and control measures of potential emergencies the service may be exposed to.
- 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
  - Chemical or hazardous leaks and spills
  - Intruders
  - Outbreak of infectious disease or illness

Depending on each circumstance, the Nominated Supervisor or Responsible Person will decide the course of action: being either lock down, lock out, evacuation onsite, evacuation offsite, or shelter in place.

Where possible we will consult/seek advice from relevant recognised authorities for the development and implementation of our emergency procedures e.g., Local Fire Brigade, State Emergency Services, Local Council services, as well as undertaking training in the use of fire/emergency equipment.

Ensure that all employees and other stakeholders including children have the opportunity to contribute to the development of emergency procedures.

Ensure that all employees, students, volunteers and other persons attending the service are aware of the emergency response procedures and emergency and evacuation floor plans. This includes, fire exits, installed firefighting equipment and any machinery that might need to be turned off in an emergency.

Contractors and visitors to the service will also be shown the emergency exits, emergency response procedures and installed firefighting equipment.

Staffing rosters ensure that at least one educator/staff member who holds a current approved first aid qualification and has undertaken approved anaphylaxis management training and approved asthma management training will be immediately available in the event of an emergency.

Emergency telephone numbers are clearly displayed near each telephone.

A copy of the emergency and evacuation floor plan and procedures are displayed near all exits throughout the service. The evacuation floor plan will include a visual map of the service and a step-by-step overview of the evacuation process. The visual map will have clearly marked exit routes from all locations within the service. The step-by-step evacuation process will state who is responsible, what needs to be collected, the location of the assembly point and contact details of the service for easy reference.

## **Discovering an Emergency**

- Whoever discovers the emergency sounds the alarm/warning and notifies the Responsible Person immediately so that they can determine and implement the appropriate procedures.

- After immediate assessment, the Responsible Person/Nominated Supervisor will then use the air horn for fire evacuation, sound the alarm for lockdown, use the phrase “the Eftpos is down” for a silent lockdown or blow whistle for snake sighting.

## Evacuation Drills and Emergency Evacuation

- Evacuation drills are carried out each term, at different times of the day, in accordance with the Education and Care service National Regulations.
- 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 air horns are provided in designated areas throughout the service to be used for evacuation purposes.

## Emergency Equipment

- All staff have a whistle on them at all times in case of snake sighting
- Kootingal & District Preschool will ensure we have access to an operating telephone/preschool mobile or other similar means of communication to and from parents and emergency services. In the case of an emergency evacuation, we will ensure we have communication devices such as mobile phone.
- Each classroom has a stocked evacuation bag consisting of a basic first aid kit, services asthma puffer, children’s necessities such as sunscreen, nappies, wipes/tissues, gloves, sanitisers, water, snacks, torch, books. The services EpiPen is accessible (in close proximity to) the evacuation bag. Evacuation bags are adequately stocked and located in prominent and accessible positions. Current emergency contact list and attendance roll are also taken.
- The service has sufficient fire extinguishers and fire blankets. These are tested and tagged annually to ensure they are in good working order.
- Kootingal & District Preschool will ensure all staff are aware of the correct use of a fire extinguisher.
- Smoke detectors are throughout the service to assist in alerting and responding to fire emergencies promptly and these are regularly maintained.

## After the 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. The Responsible Person/Nominated Supervisor will liaise with the relevant emergency authorities if there is a need to change locations.
- 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

## Roles and Responsibilities

Role	Authority/Responsibility For
Approved	➤ Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).

<p>Provider</p>	<ul style="list-style-type: none"> <li>➤ Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations.</li> <li>➤ Ensure the following documents are easily accessible: <ul style="list-style-type: none"> <li>- risk assessment</li> <li>- emergency and evacuation procedures</li> <li>- emergency evacuation floor plan</li> </ul> </li> <li>➤ Ensure all staff participate in regular induction and training regarding emergencies</li> <li>➤ Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.</li> <li>➤ Ensure 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.</li> <li>➤ Ensure that emergency equipment is tested as recommended by recognised authorities.</li> <li>➤ Determine whether the service should close if damaged due by a natural disaster</li> <li>➤ In the case of an emergency, contacting families of the service</li> <li>➤ Recovery events that follow (e.g., informing families of any closure periods, contacting service’s insurance company, arranging counselling, etc).</li> <li>➤ Ensure they are connected to local council and state-based emergency preparedness contact information and apps, eg. BOM, Fires Near Me (nsw.gov.au)</li> </ul>
<p>Nominated Supervisor/ Responsible Person</p>	<ul style="list-style-type: none"> <li>➤ Implement duties as listed above and directed by the Approved Provider.</li> <li>➤ Ensure the emergency evacuation procedures and floor plan are displayed near each exit and that all staff and educators are aware of these.</li> <li>➤ Ensure that all staff are trained in the emergency evacuation procedures.</li> <li>➤ Ensure that all staff are aware of emergency evacuation points</li> <li>➤ Ensure that families are regularly reminded of the emergency procedures in place at the service.</li> <li>➤ Ensure that rehearsals of evacuation procedures are regularly scheduled, each term, and that the schedule maximises the number of children and staff participating in the procedures.</li> <li>➤ Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events</li> <li>➤ Provide 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.</li> <li>➤ Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed.</li> <li>➤ Ensure all staff are provided with feedback forms after each evacuation.</li> <li>➤ Ensure all emergency contact lists are updated as required.</li> <li>➤ Ensure smoke detectors are checked regularly</li> <li>➤ Ensure evacuation bags are kept up to date</li> <li>➤ Assist the Approved Provider in contacting the service’s insurance company, families of the service/emergency contacts, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Ensure they are connected to local council and state-based emergency preparedness contact information and apps, eg. BOM, Fires Near Me (nsw.gov.au)</li> <li>➤ Submit notifications of serious incidents online via the National Quality Agenda IT System</li> </ul>
Early Childhood Educators	<ul style="list-style-type: none"> <li>➤ Ensure the classroom list accurately records attendance of each child, marking children on/off as they arrive or depart.</li> <li>➤ Sign yourself in/out on the staff attendance record.</li> <li>➤ Display the emergency procedure plan for their room in a prominent position.</li> <li>➤ Practice the external procedure by different exits.</li> <li>➤ Practice the internal procedure.</li> <li>➤ Familiarise yourself with evacuation procedures in each area of the service.</li> <li>➤ Familiarise students and visitors with the procedure at the beginning of the shift.</li> <li>➤ Ensure all items in emergency bags are present.</li> <li>➤ Check the number of children in your care regularly throughout the day.</li> <li>➤ Provide children with learning opportunities about emergency evacuation procedures.</li> <li>➤ Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.</li> <li>➤ Assist the Nominated Supervisor in identifying risks and potential emergency situations.</li> <li>➤ Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations.</li> <li>➤ Ensure they are aware of the placement of operating communications equipment and emergency equipment and are confident in their ability to operate them.</li> <li>➤ Assist the Nominated Supervisor/Approved Provider with the implementation of the service's emergency procedures</li> <li>➤ Conduct a headcount prior to evacuation and a roll call at the designated 'safe zone'</li> <li>➤ No employee is to leave the safe zone or safe venues until informed to do so by Emergency Services or the Responsible Person. All educators/staff will stay with the children to provide comfort and stability until all children have been collected by a parent or an authorised emergency contact</li> <li>➤ In the case of an emergency, assist the Nominated Supervisor/Responsible Person in contacting families or authorised emergency contacts</li> </ul>
Families	<ul style="list-style-type: none"> <li>➤ Familiarise selves with the service's Emergency Management policy and procedure.</li> <li>➤ Ensure you sign in/out your child by completing the Konnect record on delivery and collection of their child.</li> <li>➤ Provide emergency contact details on their child's enrolment form and ensure that this is kept up to date.</li> <li>➤ Following the directions of staff in the event of an emergency or when rehearsing emergency procedures.</li> <li>➤ Ensure they are connected to local council and state-based emergency preparedness contact information and apps, eg. BOM, Fires Near Me (nsw.gov.au)</li> </ul>

## Monitoring, Review and Evaluation

---

Management and staff will monitor and review the effectiveness of the Emergency Management policy regularly. Updated information will be incorporated as needed.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every 12 months.

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 Regulation 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service 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.

### Links to other policies:

---

Administration of First Aid

Dealing with Medical Conditions

Delivery and Collection of Children

Supervision

Workplace Health and Safety

### Related Legislation:

---

## NQS

Quality Area 2	Children's health and safety	
Standard	2.2	Safety

## National Law

Section	167	Offence related to protection of children from harm and hazards
Section	169	Offence relating to staffing arrangements

## National Regulations

Reg	97	Emergency and evacuation procedures
Reg	98	Telephone or other communication equipment
Reg	168(2)(e)	Emergency and evacuation, including the matters set out in Regulation 97

### Sources:

---

- Local Government Act 1993
- Privacy and Personnel information Protection Act 1998
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

- WHS Regulations 2017
- Occupational Health and Safety Act 2004
- Work Health and Safety Regulation 2011 Regulation 43
- State Emergency and Rescue Management Act 1989
- Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745–2002)

Developed: 2016

Reviewed: Aug 18, Feb 21, Apr 22, May 23, Apr 24

Reviewed and Updated: Aug 25