

EMERGENCY AND EVACUATION

Early Years Services

Purpose

To provide clear guidance on emergency and evacuation procedures to minimise risk to children, families, Educators, and visitors.

Policy Statement

The City of Stonnington is committed to ensuring the safety and protection of everyone within its buildings and environments. Early Years Services recognise that well-planned, practised and widely understood emergency procedures are essential. Evacuation diagrams will be prominently displayed throughout the services for reference by Educators relief Educators, parents/guardians, students/volunteers, and visitors.

Definitions

Chief Warden: Chief Warden is responsible for managing and directing emergency procedures within their building or work area. The Chief Warden at the service this role is held by the Team Leader or Responsible Person in the Team Leader's absence

Direct Egress: Direct egress is the ability to move directly to an assembly area that is on the same level as the education and care service located outside the service premises and away from the building

Emergency: An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response. Examples include flood, fires, or situations requiring a lockdown

Emergency Drill/Rehearsal: Site-specific exercise implemented to determine the effectiveness of the emergency response procedures

Emergency Management Plan: The emergency management plan is the written plan documenting the emergency arrangements for a facility. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems, and arrangements

Evacuation Diagram: An evacuation diagram contains emergency and evacuation information about the facility, comprising a pictorial representation of a floor or area and other relevant emergency response information

Evacuation route: Continuous path of travel from any part of a building to a designated safe area

Risk assessment: A systematic process for evaluating potential risks involved in a projected activity or undertaking and determining suitable mitigations

Scope

This policy applies to:

- Early Years Coordinator
- Team Leaders
- Educators
- Administration Officers
- Agency Educators engaged at the service
- Students on placement
- Volunteers
- Parents/Guardians
- Visitors to the service
- Trades people working on site at Early Years Services

Responsibilities

Early Years Coordinator

- Develop emergency and evacuation procedures for each service in consultation with the Team Leader, Occupational Health & Safety Advisor and Health & Safety Representative, and the Emergency Management Unit
- Ensure the *Evacuation Diagram* is current and prominently displayed
- Assist in the annual review of the *Emergency Management Plan* for each service
- Identify all potential risks and emergencies relevant to each service and incorporate them into the *Emergency Management Plan*

Team Leaders

- Assist the Early Years Coordinator, Occupational Health & Safety Advisor, Health & Safety Representative in preparing and reviewing the *Emergency Management Plan*
- Ensure the *Evacuation Diagram* is displayed near each exit of the service premises
- Ensure that Educators are aware of the *Emergency Management Plan* and its contents
- Implement the *Emergency Management Plan* during emergencies, acting as the designated Chief Warden
- Provide guidance to parents/guardians, visitors, or tradespeople during emergencies
- Ensure the service conducts emergency and evacuation procedure rehearsals every three months and complete the *Evaluation of Emergency Drill Form*

Educators/Administration Officer

- Familiarise themselves with the *Emergency Management Plan*
- Follow directions provided by the designated Chief Warden during emergencies

- Participate in emergency event rehearsals and practice applicable procedures every three months, as initiated by the Team Leader or Health & Safety Representative

Emergency Management Business Support Officer/ OH&S Adviser

- Develop emergency and evacuation procedures for each service in consultation with the Early Years Coordinator, Team Leader, and Health & Safety Representative
- Assist in the development and annual review of each service's *Emergency Management Plan*
- Discuss any identified risks with the Team Leader and Health & Safety Representative to reduce or manage these risks

Health and Safety Representative (HSR)

- Assist in the development and review of each service's *Emergency Management Plan*
- Raise any identified risks with the Team Leader, and discuss them with the Early Years Coordinator, and the Health & Safety Advisor as applicable
- Attend Designated Working Group (DWG) and/or Occupational Health & Safety Representative meetings as required

Students on Placement/Volunteers

- Follow directions from the Chief Warden or other Educators during emergencies
- During emergency drills/rehearsals, assist Educators in guiding children to safety or to the appropriate exit, depending on the type of emergency being practised

Parents/Guardians/Other visitors/Trades People working on site

- Follow directions provided by the Chief Warden or other Educators during emergencies

Procedure

Risk Assessment

- The risk assessment forms part of the *Emergency Management Plan*. It helps to:
 - Identify probable threats, hazards and incidents that could lead to an emergency
 - Document risks and assess the risk level of each
 - Develop emergency procedures, and actions to reduce and manage identified risks
 - Address unacceptable risks
- Risk assessments are reviewed at least once per year, or more frequently if necessary

Emergency Management Plan

- In line with AS3745:2010 the *Emergency Management Plan* includes information and procedures related to emergency preparedness and response, as well as core emergency response procedures to follow during an incident

- Responsibilities outlined in the plan cover pre-emergency, during-emergency and post-emergency procedures to ensure all tasks are completed
- Procedures should be reviewed after every emergency incident and rehearsal or at least annually

Emergency Evacuation Diagram

- Copies of the emergency and evacuation diagram are prominently displayed near each exit in the service premises
- The evacuation diagram includes:
 - A visual representation of the floor area
 - symbols indicating:
 - the evacuation path everyone will take in an emergency
 - the designated assembly area
 - the locations of installed emergency equipment and systems, such as fire extinguishers

Emergency Evacuation Drill

- Emergency and evacuation procedures are rehearsed at least every three months, with the Team Leader ensuring that everyone present participates in the drill
- Parents/guardians, students/volunteers and visitors must follow all instructions given by the Chief Warden and/or Educators during the emergency evacuation drill
- At least once a year children will practice an emergency evacuation to the designated primary offsite location, adhering to the child/educator ratios as per the *Education and Care Services National Regulations*
- Evaluations of emergency and evacuation drills are recorded on the *Evaluation of Emergency Drill Form* and kept available at the service
- Emergency Evacuation drills will be evaluated, and instructions will be reviewed as needed

Induction Process

- All new Educators, employees, students on placement, volunteers, and agency Educators will be informed of the emergency and evacuation procedures, evacuation diagrams and the *Emergency Management Plan* as part the induction process. They will be encouraged to familiarise themselves with these procedures

Relevant Legislations, Policies and Guidelines

Australian Children's Education and Care Quality Authority (ACEQA)

Early Years Services Emergency Management Plan

Education and Care Services National Law Act 2010

Education and Care Services National Regulations (2011 SI 653) - Version 10th May 2024

National Quality Standards

Occupational Health & Safety Act 2014

Australian Standard AS3745:2010 – Planning for Emergencies in Facilities

Related Services Forms

Emergency Management Plan
Evaluation of Emergency Drill Form
Evacuation Diagram
OHS Risk Assessment Form