



THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

Emergencies and Evacuations Policy

Introduction

An emergency is a situation that poses an immediate risk or has a high probability of escalating to cause immediate danger to health, life, property or environment.

Emergencies may include medical emergencies, fire, threats to personal safety, or natural disasters. An evacuation may be necessary in the event of a fire, bush fire, severe storm, bomb scare, earthquake, siege, flood etc.

Goals – What are we going to do?

Adhere to fire regulations set down by the board of fire commissioners.

Display the fire and emergency evacuation plans in prominent positions throughout the centre.

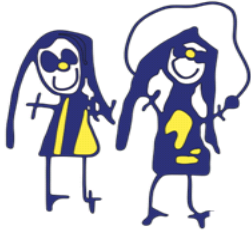
Practice and document quarterly fire/ emergency/ evacuation drills at The Cubbyhouse while in session, ensuring that all staff, educators and children have the opportunity to be involved.

In the event that the service needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service.

The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

Strategies – How will it be done?

- A risk assessment of possible emergencies will be completed and reviewed as changes occur. Detailed procedures are developed from this and are reviewed after rehearsals take place or any changes arise.
- These procedures to be followed for the different types of emergencies are outlined in our Emergency and Evacuations Procedures.
- An evacuation route map with the location of safety equipment will be shown in each room and near exit areas.
- The service will maintain an up-to-date and compact register of emergency contact details for children and adults that must be collected in an emergency or evacuation.
- The service will provide an emergency whistle in each room, which when used will blow loud and long whistles to signal fire has been found.
- Emergency telephone numbers and our location will be displayed prominently throughout the service near all telephones.
- The responsible person will have a mobile phone on their person at all time
- The service will ensure educators are provided with training on how to use fire extinguishers, fire blankets and other emergency equipment. Fire extinguishers, fire blankets and other emergency equipment will be tested as recommended by the manufacturer by recognised authorities. All tests must be documented and are filed into the Workplace Health and Safety folder.



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- The Nominated Supervisor is responsible for ensuring that all educators, including relief educators and staff members, are aware of the service's policies and procedures relating to Emergency Management and Evacuation.
- Informal games and discussions will be utilised into the program and used to familiarise children with the service's evacuation and emergency procedures.
- A workplace health and safety officer will be appointed at each service, they will be responsible for follow up on and keeping track of emergency drills, to ensure all stakeholders have an understanding of the centres procedures.
- Workplace health and safety matters, including emergencies and evacuations will be discussed at staff meetings
- Emergency procedures will be discussed with families and regular information will be provided to families.
- In the case of an emergency at the service, where emergency services have attended or should have attended, a notification to the Regulatory Authority (ACECQA) needs to be made by either the Nominated Supervisor or Approved Provider via the NQA ITS website.

Fire / Emergency/ Evacuation Drills

We practice these often as we feel it is important for all children and staff to be rehearsed in case of an emergency, not more than 3 months apart. These drills are then evaluated and documented on the emergency evacuation drill evaluation form, and discussed for possible improvement.

- Rehearsals will be completed quarterly, and will take place at various times of the day and over a week so as to ensure that all educators, staff and children have the opportunity to practice the drill. This will add to each child's sense of security, predictability and safety and ensure all become comfortable with the process
- All persons present at the service during the evacuation drill must participate accordingly. A variety of emergency drills will be practiced as required. (e.g. asthma attack/ anaphylaxis/ storm)
- Rehearsal emergency/ evacuation drills must be documented and filed into the Workplace Health and Safety folder.
- Emergency/ evacuation Drills needs to be evaluated and documented with the following information; Time, date, type of emergency/ evacuation, number of children, number of staff and the time it took.
- A follow up will be presented and carried out if needed.

Statutory Legislation and Considerations

Education and Care Services Regulation 2011

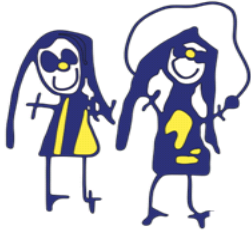
Regulations 97, 98, 168(2) (e)

National Quality Standard

QA2 Children's Health and Safety

Links to other policies

Acceptance and Refusal of Authorisation Policy



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Anaphylaxis Policy
Arrival and Departure Policy
Communication and Interactions with Families Policy
Curriculum Development and Programming Policy
Governance and Management Policy
Incidents, Injuries and Trauma Policy
Participation of Students and Volunteers Policy
Record Keeping and Retention Policy
Risk Management Policy
Staff Orientation and Induction Policy
Supervision of Children Policy
Workplace Health and Safety Policy

Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)

Emergencies and Evacuations Procedure
Maintaining records
Programming guidelines
Safety Checks and Supervision Procedures
Staff Orientation Procedures
Student and Volunteer Orientation Procedures
Using the phone

Links to forms/ resources

Data, Cubbyhouse Originals, Forms

- ❖ Centre Forms
 - Emergency evacuation drill evaluation
 - Staff emergency contacts
 - evacuation Emergency Contact cards
 - Risk Assessment Management Plan Form
- ❖ family forms
 - Emergency Contact Details Update
- ❖ Staff Forms
 - Employee Emergency Details

Data, cubbyhouse originals, resources

- ❖ workplace health and safety
 - Emergency Call Card

NQA ITS website - <http://www.acecqa.gov.au/national-quality-agenda-it-system>

Developed 1999

Reviewed and Modified October 2008; November 2010, November 2013, December 2014, June 2015, September 2015, October 2015