Emergency and Evacuation Policy for Children and Staff

Policy Statement

The centre will endeavour to provide instructions outlined below as clear as possible. Emergency Evacuations will be rehearsed every 3 months and overseen by the nominated supervisor and staff/volunteers on the floor. The emergency evacuation plan indoor/outdoor (musterig points) will be displayed at a prominent place near each exit door.

The centre will ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the service.

EVACUATION PROCEDURES

1. The CS of the day will allocate a staff member the role of raising the alarm with 3 long blasts followed by verbal instructions

2. Instruct people to leave the building and assemble on mustering point (if unsafe identify another area)

3. The CS will also assign a contact staff member the role of collecting the ‘GO’ bag & care for any ill or injured children

4. Staff inside collect sign in/ out file and attendance roll on way out

5. Last staff member/s to leave checks that no people remain inside and proceed to check the toilet

6. Staff holding the attendance roll will instruct the children to sit quietly and take the roll and the remaining staff will conduct head count

7. Contact relevant authorities or emergency services

8. Children and staff remain at assembly point until all clear or further instructions are given

9. Staff responsible for raising the alarm will write up the evaluation & attach it to the first aid cupboard so it’s visible to all staff
Emergency procedures when a staff member is in danger:

1. Injured staff member will be made as comfortable as possible
2. First aid to be administered
3. The staff members next of kin will be contacted (see phone numbers in staff timesheet folder or office)
4. Staff will call 000 if need be

NATIONAL QUALITY FRAMEWORK

National Regulations: regulation 97
National regulations: regulation 98

Education and Care Services National Regulations – Reg 75(h); 75(j); 75(l); 75(m); 89; 93; 97; 99(1); 100; 107; 108; 115; 118; 125(d)

National Quality Standard for Early Childhood Education and Care and School Age Care (Nov 2010) – Element 2.1.3; Element 2.1.4; Element 2.3.2; Element 2.3.3; Element 3.1.2 Quality area 2; Regulation 97

Early Years Learning Framework for Australia
Framework for School Age Care in Australia

Reviewed: May 2015

Next Review: May 2016