



## Children's Health and Safety – NQS2

# Emergency and Evacuation

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## Policy Statement

At Liwara Catholic Outside School Hours Care (the Service), the safety and wellbeing of children, educators, families and visitors is paramount. Regular risk assessments are conducted in regard to the environment and emergencies that may arise. Emergency management procedures are developed and implemented based on potential risks identified and practised regularly to ameliorate risk.

In the event of a fire, natural disaster or other emergency the children and educators have clear guidelines to follow. Staff are well practised in the required procedures to ensure as far as possible the safety and well-being of each person present.

## Rationale

We recognise each child as a precious and sacred gift from God and understand our responsibility to protect, care and nurture them as Jesus intended.

In the event of a fire, natural disaster or other emergency the children and educators have clear guidelines to follow. Staff are well practised in the required procedures to ensure as far as possible the safety and well-being of each person present.

By implementing clear emergency and evacuation guidelines and procedures educators are supported to implement protocols in potentially difficult or dangerous situations.

## Procedures

### Risk Assessments and Emergency Procedures

Risk assessments and emergency procedures are assessed and updated annually or as circumstances change.

A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the Service.

All staff are made aware of the assembly points should an emergency occur.

Families may be provided with a copy of the emergency evacuation procedures and emergency evacuation plan upon request.

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

Educators have ready access to a telephone at all times to enable immediate communication to and from emergency services.





Emergency telephone numbers are clearly displayed above every telephone.

Should emergency services be required to attend the Service the nominated supervisor will inform the officer in charge of the nature and location of the emergency and of any missing children or staff.

### **Discovering an Emergency**

Educators, who discover an emergency, are required to alert the responsible person immediately so that they can determine and implement control measures.

After immediate assessment, the responsible person will then call LOCKDOWN, LOCKOUT or an EVACUATION depending on the type of emergency.

### **Evacuation Drills**

Rehearsals of evacuation and emergency procedures are conducted at least every three months.

Rehearsals involve all educators and children present on the day and may be practised randomly, without warning and at different times of the day.

Rehearsals of the emergency and evacuation procedures are documented and an evaluation of each rehearsal is completed by the nominated supervisor or a person designated by the nominated supervisor on an *Evaluation of Emergency Evacuation Drills* form.

The *Evaluation of Emergency Evacuation Drills* is considered by the nominated supervisor to inform future evacuation policies and procedures.

### **Evacuation from the Centre**

Evacuation from the Service may be conducted for any reason including but not limited to gas leak, fire, snake, unwelcome visitor or earthquake.

Once a decision has been made by the nominated supervisor or responsible person to evacuate the Service, the Emergency Evacuation Plan (Appendix A) is implemented. The emergency evacuation plan is located near each exit of the Service.

Emergency whistles are provided in designated areas throughout the Service, and they are only to be used for evacuation purposes.

On hearing the alarm/alert, any educator or support staff member not directly caring for children at the time of the emergency will check to determine if assistance is required to evacuate children safely from the premises.

During an evacuation the responsible person will ensure the attendance records and emergency bag are collected from the room before leaving.

Other adults on the premises at the time of the emergency, such as a parent may be asked to assist in the evacuation if required.

A headcount is conducted during the evacuation process and again at the emergency muster point. If a child or educator cannot be accounted for, the responsible person is notified.

## **Fire**

The Service complies with all relevant fire safety requirements of the appropriate Fire and Emergency Services Authority. Consultation with the Department of Fire and Emergency services in WA occur as and when necessary.



Smoke detectors are fitted in accordance with the manufacturer's instructions and placed to provide adequate warning of smoke so that staff will hear the alarm from anywhere within the education and care premises. The nominated supervisor ensures that these devices are in good working order. A maintenance schedule is kept confirming regular checks occur.

Fire extinguishers are installed and maintained in accordance with Australian Standard 2444. All staff are instructed in the operation of fire extinguishers by authorised trainers.

Educators and support staff will only attempt to extinguish fires in the following circumstances, when;

- the children have been evacuated from the room,
- the fire is very small,
- there is no danger to the person who will operate the extinguisher,
- the operator is well trained and confident in the use of the extinguisher.

### **After the Emergency is Over**

If emergency services are required to attend an emergency, no-one may re-enter the building until advised it is safe to do so by the officer in charge.

In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.

If able to return to the building, with reassurance and calmness, walk back to the centre following the safety procedures, check 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.

### **Emergency Contacts**

#### **Western Australia (WA)**

- Department of Local Government and Communities – [www.dlqc.wa.gov.au](http://www.dlqc.wa.gov.au)
- Department for Child Protection – [www.dcp.wa.gov.au](http://www.dcp.wa.gov.au)
- Department of Health WA – [www.health.wa.gov.au](http://www.health.wa.gov.au)
- FESA – Fire and Emergency Services Authority of Western Australia - [www.fesa.wa.gov.au](http://www.fesa.wa.gov.au)
- Health Direct - [www.healthdirect.org.au](http://www.healthdirect.org.au)
- Perth Children's Hospital - <https://pch.health.wa.gov.au>
- WA Police – [www.police.wa.gov.au](http://www.police.wa.gov.au)
- WorkSafe WA - [www.commerce.wa.gov.au/WorkSafe/](http://www.commerce.wa.gov.au/WorkSafe/)

## **Appendix**

### **A. Emergency Evacuation Plan**



## References

- Australian Children's Education and Care Quality Authority [ACECQA]. (2012). *Education and Care Services National Regulations (WA) 2012*.
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- Fire Protection Association Australia. (n.d.). Retrieved from <http://www.fpa.com.au/>
- Fire System Services. (n.d.). *Fire Extinguisher & Fire Blanket Inspection & Maintenance*. Retrieved from <http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>
- Government of Western Australia Department of Fire & Emergency Services. *Safety Information*. Retrieved from <https://www.dfes.wa.gov.au/safetyinformation/Pages/default.aspx>

## Further Resources:

For up to date alerts and warnings (natural disasters, fire warnings or other) visit:  
<http://www.dfes.wa.gov.au/alerts/Pages/default.aspx>

For community safety publications, visit:  
<http://www.dfes.wa.gov.au/publications/pages/safety.aspx>

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