



GEMS
CHRISTIAN
EDUCATION

GEMS Christian Education Ltd

This policy applies to:

Little Gems

ECC OSHC

Emergency Management and Evacuation Policy NQF QLD

to be used in conjunction with GEMS Emergencies Policy and Procedures



**EMERALD
CHRISTIAN
COLLEGE**
LEARNING FOR LIFE

Created:	January 2015
Current:	August 2021
Next Review:	October 2022

This Policy is overseen by the National Quality Framework

Emergency Management and Evacuation Policy

NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Incident and emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

QA6	6.2.3	Community engagement - The service builds relationships and engages with its local community.
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National Regulations

Regs	168(2)(e)	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment

EYLF

LO3	Children become strong in their social and emotional wellbeing.
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Aim

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.

Related Policies

Bushfire Policy
Emergency Service Contact Policy
Lockdown Policy
Incident, Injury and Trauma and Illness Policy
Administration of Authorised Medication Policy
Death of a Child Policy
Medical Conditions Policy

Implementation

The Approved Provider or Nominated Supervisor and where relevant each educator is responsible for:

- conducting a risk assessment to identify potential emergencies that could affect the principal office and each residence/venue and use this to prepare emergency and evacuation procedures. eg an evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc. (Optional template at Appendix C)
- implementing measures to reduce the risk of injury during potential emergencies. For example, storing heavy items on the floor or bottom shelves, ensuring hazardous material is stored in a stable and secure way
- developing and implementing an Emergency Management Plan based on all identified risks and which includes appropriate responses including evacuation, lockdown, lockout and shelter-in-place, and drill and training schedules. If appropriate, local emergency services (eg fire, police, ambulance), local government, community leaders and other relevant agencies will be consulted for advice about issues like evacuation routes, assembly points and accessibility for adults or children with special needs.

Our Emergency Management Plan will be developed by the Approved Provider or Nominated Supervisor who will lead an EMP planning team.

The Emergency Management Plan will include:

- Emergency contact details for people who have specific roles or responsibilities
- Contact details for local emergency services
- A description of how we will alert people to an emergency eg siren/bell
- Evacuation procedures (see Appendix A)
- How we will assist any child or person with special needs
- An evacuation diagram based on the floor plans of the principal office or residence/venue showing the location of fire equipment, emergency exits and assembly points
- Processes for advising neighbouring businesses/residences about emergencies
- Processes to ensure staff are trained in our emergency procedures
- Processes we will follow after an incident

○ **Procedures we will follow to test the Plan and familiarise children and staff with the Plan**

The **Evacuation Diagram** will include:

- an A3 size diagram of the floor or area
 - a title eg. Evacuation Plan
 - the “You are here” location
 - designated exits in green
 - communication equipment and where installed in red
 - hose reels, hydrants, extinguishers in red.
 - designated shelter-in-place location and assembly area.
 - date plan validated.
 - location of assembly areas
 - a legend
- **Ensuring relevant information from the Emergency Management Plan is displayed prominently at our principal office and at each residence/venue to ensure it can be easily identified and is accessible to all educators, educator assistants, staff, visitors, volunteers and families. Relevant information includes:**
 - **Emergency service telephone numbers which will be displayed near telephones and service exits**
 - evacuation procedures and diagrams which will be displayed near each exit
 - **Establishing an Incident Management Team (IMT)**
 - **Ensuring that visitors and relief staff are aware of the emergency response procedures**
 - **Implementing the Emergency Management Plan including:**
 - **Disseminating information** about the Plan and the procedures relating to emergency management and evacuation to staff, children, visitors and families. Families will receive written notification from the service. We will use informal games and discussions to familiarise children with our evacuation and emergency procedures as well as regular rehearsals
 - **Scheduling training for** all educators, staff and volunteers eg how to use fire extinguishers, fire blankets and other emergency equipment. Training may include evacuation drills, identifying assembly points and the location of emergency equipment, first aid arrangements and how to turn off the electricity and gas supplies. All new educators and staff will receive training during their induction and refresher training for all educators and staff will take place at least annually.
 - **Testing the Plan every quarter**
 - **Reviewing the Plan annually.**
 - **Keeping records of all emergencies**
 - **Keeping records of meetings and emergency drills**

Communication during Emergency

The Nominated Supervisor will ensure there is access to reliable communication channels in the event of an emergency by maintaining access to a telephone (such as fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment) at all times.

The main telephone is located at the main office. If there is a complete loss of electricity and the telephones are not available, a mobile phone will be available and ready to use at all times to ensure educators can make emergency contact.

The Nominated Supervisor will also ensure there is a torch and a supply of fully charged batteries at the principle office and residence/venue respectively.

The Nominated Supervisor will listen to local radio stations (eg local ABC station) during emergencies to access current information about the situation.

Emergency Communication Plan

The Nominated Supervisor will regularly remind families via conversations, email and newsletters that the Service maintains a Register of emergency telephone numbers for families and we must have current contact information.

The Register is located in the main office.

Emergency Kit

The Nominated Supervisor will ensure an Emergency Kit includes:

- current emergency contact details for each child
- employee and next of kin contact details
- emergency service telephone numbers (see sa.gov.au)
- working torch and spare batteries
- fully stocked first aid kit
- administration of medication records and medical management plans
- mobile phone with sufficient credit and charger
- drinking water
- woollen blankets/towels
- gloves
- smoke mask/goggles
- portable radio and torches - battery-powered, solar or wind-up
- spare batteries
- whistle
- pen and paper
- insurance policy
- alcohol based hand sanitiser
- sunscreen
- insect repellent
- nappies/wipes/change mat
- infant bottles and formula

The Nominated Supervisor will ensure the Kit contains a list of items that must be added at the last minute in an emergency. Items will include:

- iPad for attendance registers for children, staff and volunteers
- medications for staff and children
- financial and business records eg computer backups if these not done externally

The Nominated Supervisor will diarise to replace batteries, food, water, sunscreen and insect repellent every 12 months if necessary.

Emergency and Evacuation Procedures and Drills

The service will add to each child's sense of security, predictability and safety, and ensure all educators and staff are familiar with our emergency evacuation procedures, by conducting rehearsal evacuation drills **every three months**.

The Nominated Supervisor will develop a schedule for conducting drills for the different types of emergencies identified in the Emergency Management Plan. The drills will:

- take place at various times of the day and week (rather than always on a Tuesday at 10 am for example) to ensure all children and staff members get the opportunity to rehearse. All persons present at the service during the evacuation drill must participate
- be documented and assessed against specific outcomes using the Checklist at Appendix B.
- be immediately followed by a debriefing session if possible to identify any improvements that may be made. Any training needs will be identified and action taken to implement the relevant training.

Sources

Education and Care Services National Regulations 2011

National Quality Standard

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Fact Sheet Emergency Plans – Safe Work Australia

[Guide to Developing an Emergency Management Plan](#) VIC

Review

The policy will be reviewed annually or when there are changes to the service which may affect the EMP such as renovations or changes to the number of staff or children.

Emergency Procedures

Evacuation procedures: on-site and offsite

If it is unsafe for children, staff and visitors to remain inside the building, the children's service will be evacuated.

The Approved Provider or Nominated Supervisor will take charge and activate the emergency evacuation procedures by.

- sounding the alarm. Any educators on breaks will return to their group of children to assist with the evacuation.
- Calling 000.
- Informing emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- Determining which on-site or off-site evacuation assembly point will be used.
- evacuating staff, children and visitors out of the building in accordance with the evacuation plan, checking toilet, kitchen, playrooms and cot rooms to the assembly area.
- Taking the children's attendance list (sign in/sign out roll), staff roster and the Emergency Kit/First Aid kit.
- liaising with educators to ensure all children, staff and visitors are accounted for once at assembly area. Educators will ensure children in their groups are accounted for.
- Supervising and reassuring children assisted by educators.
- Waiting for emergency services to arrive or provide further information.

Please refer to the GEMS Emergencies Policy and GEMS Emergencies Procedures for site specific plans and actions.

Appendix B

Risk assessment template for emergencies

This is an example taken from the Victorian [Guide to Developing an Emergency Management Plan](#) - refer for further information and written example

1. Identified Hazard	2. Description of Risk	3. Current control measures implemented at our early childhood service	4. Risk Rating			5. Treatments to be Implemented	6. Revised Risk Rating after implementing Treatments		
			A Consequence	B Likelihood	C Risk Level		A Consequence	B Likelihood	C Risk Level
Only include in your EMP those hazards that are applicable to your early childhood service The examples provided below are not intended to be exhaustive.		Only include in this column those controls that have actually been implemented in your early childhood service. If you choose to use any of the examples below, make sure the wording describes the situation in your workplace.				Measures to be taken by our early childhood service to eliminate or reduce impact of the risk			