

EMERGENCY EVACUATION AND HAZARDS MANAGEMENT POLICY



Quality Area 2: Children's Health and Safety

2.2.1 Each Child's health is promoted

2.2.3 Each Child is protected

HAZARDS AND DISASTER MANAGEMENT

It is vital that if an emergency situation arises, it is handled effectively and with consideration for all involved. Supporting Educators and children with an emergency situation requires vigilant planning and consistent implementation.

Effective management of emergency situations provides an opportunity to help support and build on children's coping mechanisms and resilience.

IMPLEMENTATION

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the Service's environment. It is a risk to an individual's health and safety.

Emergency evacuation plans are practiced and reviewed frequently. Evacuation plans are displayed in prominent positions near each exit and in the children's environment with a compliant floor plan for ease of reference.

Circumstances under which evacuation will occur are as follows:

- Fire within the building or playground
- Fire in the surrounding area where the Service is in danger (FESA 000)
- Flood (SES 132 500)
- Terrorist threat/criminal activities
- Others may include: gas explosion, traffic accident or event which could render the building unsafe

Emergency and Evacuation Drills

- We will maintain an up-to-date and register of emergency telephone numbers that must be taken in an emergency or evacuation that is to be located in the emergency evacuation bag.
- Emergency telephone numbers will be displayed prominently throughout the Service in the kitchen, office, staff room and each child care room.
- Evacuation rehearsals are to be practiced in a weekly block once a term so that all children and staff have experienced an evacuation.

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- A record will be kept to ensure that all children participate in the emergency evacuation rehearsal at least 4 times per year.
- Each Educator will have a turn at finding the emergency and initiating the evacuation.
- Notes on any areas that need improving or revising are to be documented in the Emergency Evacuation Rehearsal Record. Educators will discuss and implement strategies to improve these areas, which will be documented in the Service's Staff Meeting minutes and Quality Improvement Plan.
- In the event of an evacuation causing an inability to use Service phones, e.g. damaged phone lines, a communication plan will see a staff member seek assistance from neighbouring residents or businesses and / or use the mobile phone taken by a staff member as per our Emergency Evacuation Plan.
- Management will seek training opportunities for staff to participate in emergency evacuations.
- Inspecting, testing, and servicing fire extinguishers, blankets and other emergency equipment thoroughly is imperative to safety, and compliance to Australian regulations. The maintenance regime for the inspection and testing of fire extinguishers & hydrants is specified in the Australia Standard AS 1851 Maintenance of Fire Protection Systems and Equipment and is undertaken regularly by the Shire of Kalamunda.
- All extinguishers are inspected at six monthly intervals and if they don't have a pressure gauge, they may need to be weighed to check they are still full. Some extinguisher types may require additional tasks to be carried out annually. Extinguishers need to be emptied, pressure tested and refilled every five years. There may be other servicing requirements at 3, 5 or 6 years. The tests and intervals are recorded on a label or metal tag attached to the unit and is undertaken by the Shire of Kalamunda.
- The Nominated Supervisor is responsible for ensuring all educators, including relief educators and staff members, are responsive to our Emergency Evacuation Policy and procedure.
- Staff will follow the approved Evacuation Procedure Plan.

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EMERGENCY CONTACT NUMBERS

- Department for Local Government and Communities
www.dlgc.wa.gov.au 6551 8700
- Department for Child Protection
www.dcp.wa.gov.au 9222 2555
- Department of Health WA – www.health.wa.gov.au
- FESA – Fire and Emergency Services Authority of Western Australia
www.fesa.wa.gov.au 000
- Health Direct - www.healthdirect.gov.au
- Princess Margaret Hospital for Children (PMH)
www.pmh.health.wa.gov.au 9340 8222
- Professional Support Coordinator WA: Child Australia
www.childaustralia.org.au 9270 6666
- SESVA - State Emergency Service Volunteers Association - www.ses-wa.asn
- WA Police – www.police.wa.gov.au 000 or 131 444
Forrestfield Police Station 9359 1033
- WorkSafe WA - www.commerce.wa.gov.au/WorkSafe/

NEXT REVIEW DATE SEPTEMBER 2017