

Last reviewed: September 2019

Nillumbik Playhouse Policy

## **Emergency and Evacuation**

### **POLICY STATEMENT**

Emergency refers to all situation and events posing an imminent or severe risk to those present at the Playhouse.

Playhouse works with relevant authorities and experts to effectively manage the risks and hazards or emergency evacuation situations associated with providing a service to children. Playhouse fulfils its duty of care obligations under the law by protecting children from any reasonable, foreseeable risk of injury or harm. Playhouse conducts regular and ongoing risk assessments and reviews of all potential emergency and evacuation situations. Playhouse staff are trained to execute each specific procedure around each potential emergency situation and regularly rehearse and evaluate these emergency and evacuation procedures.

Dealing with medical emergencies is not covered in the policy (refer to Dealing with medical conditions policy).

### **SCOPE**

Primary Nominee, Approved Nominee, Accepted Nominees, educators, staff, students on placement, contractors, volunteers, parents/guardians, children and others attending the programs and activities of the Playhouse, including during offsite excursions and activities, and any other individual involved in this organisation.

### **LEGISLATION**

**Children's Services Regulations 2009 (v10)**

Regulation 28; 31-33; 37-38; 40-41  
Regulation 73-75; 76-77; 90-91

**Education and Care Services National Regulations**

Regulation 97-98; 161; 168(2)(e); 171(2)

**Children's Services Act 1996 (Vic)**

Section 26-27; 33

**National Quality Standard**

Standard 2.1-2.2

**Child Safe Standards**

Standard 1-7

**Education and Care Services National Law Act 2010**

Section 165; 167; 170-174; 179; 189

**Occupational Health and Safety Act 2004 (Vic)****GOALS / What we are going to do**

- Take all reasonable steps to ensure the health, safety and wellbeing of children and adults during an emergency situation and clearly define the roles and responsibilities of staff and educators.
- Routinely assess risk and identify potential emergencies relevant to the Playhouse.
- Maintain effective emergency and evacuation procedures and an emergency evacuation floor plan.
- Implement control measure when an emergency is discovered.
- Conduct evacuation drills every three months and involve children, educators and families in ongoing evaluation of effectiveness and efficiency.
- Provide emergency equipment that is readily accessible and in good working order.
- Communicate effectively with families and emergency services.

**EVALUATION**

To ensure continuous improvement, the Primary Nominee will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness, including children, families and staff.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Notify Parents/Guardians when any changes to this policy or its procedures.

- Make updates to the policy as part of the service’s policy review cycle, or in response to current legislation, research, policy and best practice updates, or as otherwise required.

## RELATED DOCUMENTS

Relevant service policies such as:

Enrolment and orientation	Dealing with medical conditions	Interactions with children
Staffing	Child safe environment	Excursions
Illness, injury, trauma and illness	Governance and management	Delivery & collection of children

## RESOURCES

ACECQA- Guide to operational requirements

[www.acecqa.gov.au](http://www.acecqa.gov.au)

Early Childhood Research Hub- Managing emergency situations in education and care services

[www.ecrh.edu.au](http://www.ecrh.edu.au)

Department of Education and Training- Children’s health and safety

[www.education.vic.gov.au](http://www.education.vic.gov.au)

## AUTHORISATION

This policy was adopted on 2 September 2019.

## REVIEW DATE

This policy will be reviewed in December 2020.

## **PROCEDURES/ How it will be done**

### **To prepare for an emergency or evacuation event**

#### **The Primary Nominee will:**

- Ensure every reasonable precaution is taken to protect children at the Playhouse from harm and hazards likely to cause injury.
- For the purpose of preparing the emergency and evacuation procedure, ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the Playhouse.
- Ensure that a copy of the emergency and evacuation plan and instructions are displayed in a prominent position near each exit which would be practical to use in an emergency.
- Ensure staff have ready access to emergency equipment such as telephones, fire extinguishers and fire blankets, and that staff are adequately trained in their use.
- Ensure that emergency equipment is tested as recommended by the relevant authorities.

#### **The Primary/Approved Nominee will:**

- Ensure all staff are trained in emergency evacuation procedures and the use of emergency equipment and are aware of the emergency evacuation points.
- Ensure the emergency and evacuation plan and instructions are displayed in a prominent position near each exit which would be practical to use in an emergency.
- Familiarise relievers, students and visitors with the procedures as they arrive at the service and before they engage with the operations of the service.
- Ensure families are regularly reminded of the emergency and evacuation procedures.
- Ensure rehearsal and documentation of the emergency and evacuation procedures at least every three months, and ensure rehearsals include the maximum number of

children and staff participating and simulate unplanned, emergency evacuation events using different exits and scenarios.

- Ensure all emergency contact lists are updated as required.
- Contact the relevant emergency services in an emergency or evacuation event and notify the Coordinator Early Years as soon as practicable.

**The educators will:**

- Ensure the sign-in book accurately records each child's attendance daily, including arrival and departure times, and the accurate recording of daily attendance of staff and visitors.
- Ensure familiarity with the emergency and evacuation procedures, participate in the rehearsals of procedures and be aware of the placement and use of emergency equipment.
- Check the number of children in the care of Playhouse regularly throughout the day.
- Support children to participate in emergency and evacuation procedures, be alert to their immediate needs throughout drills and events and involve children in evaluations of the emergency and evacuation procedures.
- Assist Primary/Approved Nominee to identify risks and potential emergency situations and take steps to lessen the risks associated with emergency evacuations.

**The Parent/Guardians will:**

- Familiarise themselves with the Playhouse's emergency and evacuation policy and procedures and the emergency management plan.
- Complete the attendance record on delivery and collection of their child.
- Provide authorisation for their child to leave the premises with educators or emergency services in an emergency evacuation event.

- Provide emergency contact details on their child's enrolment form, including persons having the authority to authorise the taking to the child outside the premises by an educator, and ensure that it is kept up to date.
- Follow the directions of staff when rehearsing emergency procedures.

**In response to a situation or event posing an imminent or severe risk**

**The Primary/Approved Nominee will:**

- Assess the situation.
- Call 000 for ambulance and/or fire and/or police.
- Lead the implementation of the relevant Emergency Management Plan.
- Call the Early Years team on 9433 3351 to request immediate assistance.

If you are unable to get through, call a Customer Service Officer on 9433 3111 and state 'There is an emergency at [name of Playhouse] and I require immediate assistance from the Emergency Management Team.'

- As soon as practicable or after an emergency is over, notify parents or emergency contacts of the event. If the Playhouse remains unsafe for children, request parents or emergency contacts collect children as soon as practicable and continue attempts to make contact until all children are collected. Seek assistance from the Early Years Team if unable to perform this duty.
- Complete and submit a Notification of a serious incident report to the relevant authority within 24 hours of the incident.
- Review the emergency and evacuation policy and procedures.
- Support staff and educators affected by the emergency.
- Seek counselling services as required.

**The educators will:**

- Immediately notify the Primary/Approved Nominee of any situation or event posing an imminent or severe risk to those present at the Playhouse.
- Follow all directions provided by the Primary/Approved Nominee and emergency services.
- Provide children, students and visitors to the Playhouse with clear and calm directions and support them to follow these.
- Regularly check all children are present and accounted for and are adequately supervised.
- Be alert and respond to children's immediate needs throughout the event, including the provision of comfort, reassurance and first aid.
- Following an emergency event, discuss with children as developmentally appropriate the emergency that has taken place and listen and respond to their concerns.
- Seek counselling services as required.

**Visitors, volunteers and students will:**

- Immediately notify the Primary/Approved Nominee of any situation or event posing an imminent or severe risk to those present at the Playhouse.
- Follow all directions provided by the Primary/Approved Nominee and emergency services.
- Seek counselling services as required.

**The Approved Provider will:**

- Mobilise the Council's emergency management team to support the response.
- Support the Primary/Approved Nominee to complete and submit a Notification of a serious incident report to the relevant authority within 24 hours of the incident.
- Offer EAP counselling services to anyone affected by the emergency.

**The Parents/Guardians will:**

- Follow the directions of staff during an emergency or evacuation event.
- Collect their child from the Playhouse or the emergency evacuation point as soon as practicable upon request.

Inform the Playhouse of any wellbeing issues experienced by the child following an emergency or evacuation event.