



## Emergency Evacuation and Invacuation Policy

### NQS

QA2	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
-----	-------	---

### 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.
-----	---

### Aim

In the event that the kindergarten 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 kindergarten. The safety and wellbeing of each child, educator, staff member and person using the kindergarten is paramount above any other consideration at the time of an emergency evacuation or invacuation. Any other procedures will be carried out only if it is safe to do so.

An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, flood etc.

An invacuation may be necessary in the event of a siege or any other outside threat.



## Emergency Evacuation Procedures and Drills

- Emergency evacuation procedures that are based on the kindergarten's floor plans will be prominently displayed in the following locations that are near each exit:
  - Main entry to playroom, exit door from top room, exit door from playroom to back garden.
- The service will maintain an up-to-date and compact register of emergency telephone numbers that must be taken in an emergency or evacuation that is to be located in the following location:
  - Beside telephones that are located in the kitchen and top shed.
- Emergency telephone numbers will be displayed prominently throughout the kindergarten in the following locations, including near telephones or available near mobile phones:
  - Beside telephones located in office, kitchen and top shed.
- Fire extinguishers, fire blankets and other emergency equipment will be tested as recommended by the manufacturer through a preventative maintenance schedule. All tests must be documented in the *Break-Down Maintenance Folder*.
- The *Nominated Supervisor* is responsible for ensuring that all educators, including relief educators and staff members, are aware of the kindergarten's policy and procedures relating to *Emergency Management and Evacuation*.
- Discussions will be used to familiarise children with the kindergarten's evacuation and emergency procedures.

### Rehearsal Evacuation Drill (Once a Term)

- The service will add to each child's sense of security, predictability and safety by conducting rehearsal evacuation drills every three months. All persons present at the service during the evacuation drill must participate accordingly.
- Rehearsal evacuation drills must be documented on the *Record of Emergency Rehearsals Chart* placed in the day book.
- In the event of an emergency requiring an evacuation, a whistle will be blown three times.
- When the alarm is heard, the children will stop what they are doing and go with an educator to the designated safe area.
- Our kindergarten's emergency and **Evacuation Safe Area is located at The Sandpit.**

### Role of Educators

- When the whistle is blown, educators will immediately gather children within the areas they are working in and assist with the evacuation.
- After the alarm has been raised, educators will group children and evacuate through the nearest exit to the designated safe area at the Sandpit.
- Educators will then perform a roll call and settle children.
- Educators will supervise and reassure children.

### **Nominated Supervisor's Role:**

- Collect sign in book, a phone, and *Emergency Contacts Folder*.
- Check toilet, kitchen, playrooms and office.
- Ring 000 as soon as possible.
- Follow children and other educators to designated safe area.
- Oversee and check attendances of children, educators, staff members, volunteers, families and visitors.
- Supervise and reassure children.

### **Emergency Communication Plan**

- At all times, the kindergarten will have access to a telephone (such as fixed-line telephone and mobile phone).
- The kindergarten has a main telephone available to be used during an emergency located at the **Top Shed**.
- If there is a power cut and the telephones at the kindergarten are not available, a mobile phone will be carried by an educator, and be ready to use at all times to make emergency contact.

## **Emergency Invacuation Procedures and Drills**

### **Rehearsal Invacuation Drill (Once a Term)**

- The kindergarten will add to each child's sense of security, predictability and safety by conducting rehearsal invacuation drills every three months. All persons present at the kindergarten during the invacuation drill must participate accordingly.
- Rehearsal invacuation drills must be documented on the *Record of Emergency Rehearsals Chart* placed in day book.
- In the event of an emergency requiring an invacuation, the educator shakes the red tambourine located on wall beside main entry door to the kindergarten.
- When the alarm is heard, the children will drop what they are doing and go with an educator to the designated safe area.
- Our kindergarten's emergency **Invacuation Safe Area is located in The Top Room**.

### **Role of Educators**

- When the tambourine is shaken, educators will immediately gather children within the areas they are working in and assist with the invacuation.
- The staff inside the buildings will check all rooms for children and direct them to the designated safe area in the Top Room.
- All external doors will be shut and bolted to ensure safety of the children from external threat.
- Educators will then perform a call roll and settle children.
- Educators will supervise and reassure children.

### **Nominated Supervisor's Role:**

- Collect roll book, a phone, and *Emergency Contacts Folder*.
- Check toilet, kitchen, playrooms and office.
- Ring 000 as soon as possible.
- Follow children and other educators to designated area.
- Oversee and check attendances of children, educators, staff members, volunteers, families and visitors.
- Supervise and reassure children.

### **Emergency Communication Plan**

- At all times, the kindergarten will have access to a telephone (such as fixed-line telephone and mobile phone).
- The kindergarten has a main fixed-line telephone located in **The Office** to be used during an evacuation emergency.

## **Sources**

**Education and Care Services National Regulations 2011.**

**National Quality Standard Occupational Health, Safety and Welfare Regulations 2010.**

**Occupational Health, Safety and Welfare Act 1986.**

## **Review**

This policy will be reviewed on a 3 yearly basis by the kindergarten staff and the Governing Council.