



EMERGENCY AND EVACUATION POLICY

1. Purpose

The purpose of this Policy is to detail the measures, equipment and practices that are required to be in place to effectively deal with an internal or external emergency situation at the Service.

2. Scope:

This policy applies to:

- Little Saints Early learning Centre (the Service) and
- St Andrew's After School & Vacation Care (the Service)

3. Background:

An internal or external emergency situation can arise at any time. Depending on the nature of the emergency, the relevant reaction to the emergency will be one of the following:

- Evacuation – requiring all employees, children and visitors to immediately leave the premises in a calm and controlled manner in order to escape a potentially dangerous internal risk e.g. a fire, gas leak, flood or chemical spill or
- Lockdown – requiring all employees, children and visitors be locked safely inside the premises in order to be protected from a potentially dangerous external risk e.g. storm, bushfire, flood, cyclone or dangerous intruder(s).

4. Policy Statement

The Service will comply with all local, state and national fire and building regulations as well as the Education and Care Services National Regulations relating to emergencies and communication.

5. Emergency Response Team

5.1 An Emergency Response Team must be in place to serve as the key group that will manage the response to any internal or external emergency crisis. The Management Response Team must include the Nominated Supervisor and at least two other senior employees who are selected by the Nominated Supervisor. The Emergency Response Team must conduct an emergency risk assessment on an annual basis.

5.2 Members of the Emergency Response Team must have a good working knowledge of the most up to date version of the:

- Emergency Policy

- Emergency Evacuation Procedures
- Emergency Lockdown Procedures

5.3 The Nominated Supervisor will appoint an employee to serve in the role of Chief Fire Warden in the event of any fire emergency or practice drill. Two employees will be appointed as Area Fire Wardens and a further two employees will be appointed as Deputy Area Fire Wardens. Fire Warden training must be undertaken on an annual basis for all employees filling these.

5.4 In an emergency situation or practice drill, the Chief Fire Warden will be required to wear a RED hard hat and Area Wardens will be required to wear a YELLOW hard hat.

6. Procedures

Procedures detailing the steps and actions required in an emergency situation requiring an evacuation must be in place and reviewed at least once per year. These procedures must be followed in any real emergency requiring evacuation as well as any evacuation practice drill. See Appendix One.

7. Practice Drills

7.1 Practice drills for an emergency evacuation and for an emergency lockdown must be undertaken at least once per quarter. In all cases the practice drills are to be carried out as though they are real emergencies and the relevant procedures must be followed.

7.2 The Emergency Response Team must decide on dates for drills at the beginning of each Term and agree on type, time and date. All members of the Emergency Response Team must keep details of future drills in their outlook calendars.

7.3 St Andrew's Anglican College must be informed at least two days prior to any emergency practice drill taking place.

7.4 The Emergency Response Team must meet shortly after the conclusion of each practice drill to conduct a post-evaluation analysis. An important part of this analysis will be to seek feedback from all parties involved in the practice drills and implement modifications in order to strive for continual improvement.

7.5 Details of drill evaluations are to be presented at the following Workplace Health and Safety meeting to be discussed and outstanding issues actioned.

8. Equipment

8.1 All necessary fire-fighting equipment must be in place including portable fire extinguishers, fire hoses and fire blankets. All fire-fighting equipment must be easily accessible at all times and clear of any obstructions.

8.2 Illuminated exit signs must be installed at all emergency exit doors. Exit doors must always be unlocked from the inside and always clear of any obstructions on both sides.

8.3 Smoke alarms connected to a fire alarm must be installed. This alarm must be clearly audible in every room and outdoor play areas.

8.4 All fire equipment including fire extinguishers, exit signs and smoke alarms must be tested and checked on a six monthly basis by a suitably qualified fire equipment specialist.

8.5 An evacuation baby cot must be available that can cater for the evacuation of the total number of babies currently registered at Little Saints.

8.6 An evacuation bag must be available in each room. The evacuation bag must be continually replenished and as a minimum must include:

- A gate key
- Basic refreshments for children
- A protective sheet for ground cover
- Simple activities for children e.g. books, games.
- Nappies
- A copy of the most recent Emergency Evacuation Procedures

A simple first aid kit must be maintained in each room. This can then be used for evacuation and lockdown situations if required.

9. Employee Training

9.1 All new staff employed at the Service must be trained on the following emergency response topics as part of their induction:

- Fire Management Techniques
- Evacuation Procedures
- Lockdown Procedures

9.2 All other Employees must receive refresher training on the above topics on an annual basis.

10. Communication

An emergency evacuation map, evacuation procedure summary information and lockdown procedure summary information must be clearly displayed in every room, as close to the exit door as possible. This information must also include the names of staff currently performing the various Fire Warden roles.

11. Measuring Tools:

The following measuring tools will be used:

- Post-emergency feedback from Staff.
- Post-emergency reviews.

12. Sources and Further Reading:

- Queensland Fire & Emergency Services <https://www.fire.qld.gov.au/default.asp>

13. Related Documents:

- Evacuation Procedures
- Workplace Health and Safety Policy