

# Emergency Response Policy and Procedure Preschool



<b>Introduction</b>	<p>Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre is paramount.</p>
<b>Eligibility</b>	<p>This Policy applies to all Preschool staff employed by Learning Links. The term staff also applies to students, apprenticeships and volunteers.</p>
<b>Policy</b>	<p>Preschool is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations including:</p> <ul style="list-style-type: none"> <li>• Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations (see Dealing with Medical Conditions Policy);</li> <li>• Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development;</li> <li>• Ensure regular rehearsal and evaluation of emergency and evacuation procedures.</li> </ul>
<b>Strategies</b>	<p><b><u>Risk Assessment for Potential Emergencies</u></b></p> <p>A risk assessment is conducted to identify potential emergencies relevant to our service.</p> <ul style="list-style-type: none"> <li>• Detailed risk assessment and control measures of potential emergencies the service may be exposed to. Documentation is assessed and updated periodically and when needed as circumstances change.</li> <li>• Detailed, specific procedures to follow in the event of any emergency or evacuation including:             <ul style="list-style-type: none"> <li>○ Natural disaster</li> <li>○ Fire or smoke</li> <li>○ Bomb threat</li> <li>○ Act of terrorism</li> <li>○ Chemical or hazardous leaks and spills</li> <li>○ Loss of power or water</li> <li>○ Intruders</li> <li>○ Death of a child or adult</li> </ul> </li> <li>• A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position in the foyer near each exit at the service.</li> <li>• Staffing rosters ensure that at least one Educator who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training will be immediately available in the event of an emergency.</li> <li>• Emergency telephone numbers are displayed in each room and in office.</li> </ul> <p><b><u>Identifying an Emergency</u></b></p> <ul style="list-style-type: none"> <li>• Educators who identify an emergency are required to alert the Responsible Person immediately so that they can determine and implement control measures.</li> <li>• After immediate assessment, the Responsible Person will then say <i>West Minister Abbey</i> for lockdown or an EVACUATION depending on the type of emergency the whistle or air horn will be used. Evacuation Drills and Emergency Evacuation Emergency and evacuation drills are rehearsed every three months by the staff, volunteers and children present at the service on the day of the rehearsal.</li> </ul>

	<ul style="list-style-type: none"> <li>• All drills are documented to include the date, time, attendance registers, time taken to evacuate, nature of emergency, any identified barriers and any follow up required. This documentation is kept for a minimum of three years.</li> <li>• Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.</li> <li>• Emergency whistles and air horns are provided in designated areas throughout the service. Whistles and air horns are only to be used for evacuation purposes.</li> </ul> <p><b><u>After the Emergency is Over</u></b></p> <ul style="list-style-type: none"> <li>• In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.</li> <li>• If able to return to the building, head count prior walk back to the preschool in a calm manner. On arrival recheck with another head count.</li> <li>• Consider counselling services. Staff refer to EAP, for children refer to Learning Links Leadership for referral.</li> </ul>
<p><b>Roles and Responsibilities</b></p>	<p>Responsibilities for the Emergency Response Policy and Procedures are:</p> <p><b><u>Approved Provider</u></b></p> <ul style="list-style-type: none"> <li>• Ensuring that every reasonable precaution is taken to protect children at the preschool from harm and hazards that are likely to cause injury (Section 167).</li> <li>• Ensure the identification of potential emergency and evacuation situations that may arise at the preschool and risks associated with such situations.</li> <li>• Ensure the following documents are attached to this policy: <ul style="list-style-type: none"> <li>○ Risk assessment – reviewed at least on an annual basis;</li> <li>○ Emergency and evacuation procedures; and</li> <li>○ Emergency evacuation floor plan.</li> </ul> </li> <li>• Ensure educators and staff have ready access to an operating telephone and that emergency telephone numbers are displayed near telephones.</li> <li>• Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use.</li> <li>• Ensure that emergency equipment is tested as recommended by recognised authorities.</li> </ul> <p><b><u>Nominated Supervisor</u></b></p> <ul style="list-style-type: none"> <li>• Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these.</li> <li>• Ensure that all staff are trained in the emergency evacuation procedures.</li> <li>• Ensure that all staff are aware of emergency evacuation points.</li> <li>• Ensure that families are regularly reminded of the emergency procedures in place at the service.</li> <li>• Ensure that rehearsals of emergency and evacuation procedures are regularly scheduled and rehearsed, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures.</li> <li>• Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events.</li> </ul>
<p><b>Related Legislation, Standards, Documents</b></p>	<ul style="list-style-type: none"> <li>• National Quality Standard, Quality Area 2: Children’s Health and Safety –</li> <li>• Standard 2.2 Health and Safety</li> <li>• Work Health and Safety Act 2011</li> <li>• Work Health and Safety Regulation 2011</li> <li>• Education and Care Services National Law Act 2010: Sections 167, 169</li> <li>• Education and Care Services National Regulations: Regulations 97, 98, 168(2)(e)</li> </ul>
<p><b>Review</b></p>	<p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p>

The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.

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