

Emergency and Evacuation Policy

NQS

QA2	2.2.1	Supervision – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Incident and emergency management – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

QA7	7.1.2	Management systems – Systems are in place to manage risks and enable the effective management and operation of a quality service.
	7.1.3	Roles and responsibilities – Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

National Regulations

Regs	97	Emergency and evacuation procedures
	158	Children’s attendance record to be kept by approved provider

EYLF

LO1	Children feel safe, secure and supported
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LO3	Children are aware of and develop strategies to support their own mental and physical health and personal safety
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LO4	Children transfer and adapt what they have learned from one context to another
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LO5	Children interact verbally and non-verbally with others for a range of purposes
	Children engage with a range of texts and gain meaning from these texts
	Children begin to understand how symbols and pattern systems work

Aim

The aim is to help children understand the certain emergencies and enhance their safety mindset. By learning the information and practicing regularly, children will be able to know how to keep themselves safe when emergencies happen inside and outside of our premises.

Related Documents

- Emergencies and Evacuation Procedures
- Safety of the Buildings, Equipment and Persons
- Educators Supervision Policy
- Enrolment and Orientation Policy
- Hygiene and Safety Policy

Implementation

Fire drills

Fire drills are usually held monthly to six weeks. Fire equipment is regularly maintained. Procedures for fire drills are on the classroom wall. Please read and know the procedure. If parents are in the room whilst a fire drill is on, make sure they leave the premises with you as no one is to be left on the premises. Check toilets, storerooms, offices, kitchens, side of building, sandpit, luncheon and in the garden areas. Children must be instructed to STOP, DROP, and ROLL when garments catch fire, children shall be instructed to crawl on the floor under the smoke, and cool water must be applied to burns immediately. The injury shall be covered with a loose bandage. Running when garments have been ignited will fan the fire. Asphyxiation causes more deaths in house fires than does the thermal injury. Follow first aid procedure. Risk assessment on the Fire drill is in our Quarterly checks for "Building Equipment and playground risk assessments". In the case of a real fire parents will be contacted to collect their children.

Power cuts

In the event of a power failure at the centre, the children are to be kept inside whilst the person in charge determines if the failure is based at the centre or whether it comes from outside. If inside an electrician will be called.

If the problem is out of the centre, the local electricity service (number is by office telephone) must be called and explain that we are a childcare centre and request that they respond immediately.

Water cuts

If the centre is notified of the water cuts the staff can store as much water as possible, if not notified the Council will have to be called to find out how long the centre will be without water. Tel: (07)3403 8888.

Storms and natural disasters

For storms and other natural disasters, bring children indoors immediately. Check that all children are inside using sign in sheets. Turn off all electricity, stay calm and comfort any children who may be distressed. Lock all windows and doors and keep the children away from them.

Bushfire smoke procedure

In the case of smoke travelling, we will use the real-time air quality index website to access the air quality (<https://www.brisbane.qld.gov.au/clean-and-green/natural-environment-and-water/air-quality/clean-air-index>).

- All children are to stay indoors with the doors and windows shut during smoky periods.
- To identify children who are diagnosed with any breathing issues and monitor them closely.
- Follow the Emergency evacuation plan if needed.
- If you are using Air conditioners make sure they are not drawing air from outside.

In the event of theft while staff are present (possible lock down procedure)

Staff to hand any money or items over. The safety of staff and children must be considered first. Once the offender leaves the premises phone the police and let the director know.

In case someone is entering the childcare centre while suffering from the effects of drugs or alcohol, staff members should:

- Remain calm. **This may be a lock down procedure.**
- Attempt to keep the children safe from the inebriated person.
- Contact the Police (000) as quickly as possible to request the removal of the person in question.
- If the inebriated person is seeking to collect a child from the centre, try and deter them from taking the child whilst not putting staff members or children at any risk. However, it may not be possible to prevent them from taking their child. Call police ASAP with what you have on the person, e.g., license number, car make, description.

Violent persons/Hostages in the case of a non-custodial parent, relative or stranger seeking to remove a child from the centre, staff members should:

Remain calm, discuss the matter quietly and calmly with the person while he/she remains calm and rational (e.g., point out that you were expecting someone else to collect the child today and you can only release the child with written permission, etc). If possible, inform the custodial parent of the situation.

If the non-custodial parent, relative or stranger insists on removing the child, the staff member is not to put themselves or the other children at any risk and should release the child as requested.

If possible the details of the time, licence plate number, a description of the person or any suggestion of where the child may be taken should be recorded. The custodial parent and police (if applicable) should be contacted and given all the necessary information.

Lock down procedure

- If inside all children to hide in their own rooms, e.g., Van Gogh, Staff bathroom, Monet, Stage area, and Renoir in the toilet and Storeroom cupboard. Close all windows and doors and keep children away from them so no one can see inside.
- If outside all children must go into the Van Gogh room and same procedure as above but can use the storeroom cupboard too.
- Call the police as emergency happens.
- Staff to monitor what is going on outside.

First Aid procedure in a serious accident or a health-related emergency

- Check for danger first. Administer appropriate first aid.
- The director or other staff will ring for an ambulance or doctor.
- Inform parents of what has occurred, where to meet i.e., at the hospital/centre.
- Staff to document on the full Accident/Illness/Trauma record vital details of the accident and action taken to inform the ambulance/hospital staff. This form is also kept with the half size accident/illness/Trauma forms.
- Have all relevant parties sign form – educators, director, and parent.
- A familiar staff member should accompany the child in the ambulance if educator/child ratios are covered in the centre.

Emergency phone numbers

Local plumber or electrician	Phone director	Energex – loss of power	Tel: 136 262
Local council, water shortage	Tel: (07)3403 8888	Police or Ambulance	Tel: 000
Local police (Wynnum)	Tel: (07)3396 2126	Poisons information	Tel: 131 126

Sources

National Quality Standard

Education and Care Services National Regulations (Queensland)

Early Years Learning Framework

Queensland Government Office of Industrial Relations

Queensland Fire and Emergency Services

Queensland Health Department

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Review

This policy will be reviewed annually by:

- Director
- Employees
- Families
- Interested Parties

Last reviewed: October 2023

Date for next review: November 2024