

EMERGENCY EVACUATION PROCEDURE

Emergency and evacuation situations in early education and care services may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency situation arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Working in conjunction with the *Emergency Evacuation Policy*, this procedure provides detailed steps for educators to confidently manage emergency situations effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Education and Care Services National Law or Regulations (R.1(d), 97, 98, 99, 136 and 168) NQS QA 2 Element 2.2.1, 2.2.2 Children's Health and Safety QA 7 Element 7.1.2 and 7.1.3 Governance and Leadership

Related Policy: Emergency Evacuation Policy

STEP 1: DURING AN EVACUATION		
1	Incident Manager (Director, Nominated Supervisor/responsible person) makes the final call for evacuation	
2	Incident Manager (Nominated Supervisor/responsible person) will activate the <i>Emergency Management Plan</i>	
3	Incident Manager (nominated supervisor/responsible person) will: <ul style="list-style-type: none"> • Contact emergency services on 000 stating name and address of the education and care service and the nearest cross street • State reason for evacuation, phone contact number and number of children and adults evacuating • Liaise with emergency services for further instructions 	
4	Educator (or designated staff member) moves through the premises continually blowing the whistle or calling out the secret code (for example: <i>apple</i> if there is a lockdown) and stating the designated assembly point	
5	Educators and staff will: <ul style="list-style-type: none"> • remain calm and reassure children • lead children to designated assembly point • assist with the movement of babies, young children and any non-ambulant children • search building/premises for children and/or visitors 	
6	Designated educator/staff member will: <ul style="list-style-type: none"> • Collect staff sign-in sheets • Collect visitor sign-in sheets 	

7	Designated educator will use sign-in sheets to check that all children, staff and visitors are accounted for when assembled at designated location Respond to any direction given by the Incident Manager (Nominated Supervisor)	
8	Educators will support and supervise children until the service is cleared by emergency services	
9	Designated resource officer/First aid officer will: <ul style="list-style-type: none"> • collect Emergency Evacuation Bag • collect portable First Aid Kit • gather copies of Medical Management Plans and required medication • check room for children and adults while collecting these items • close all windows and doors as you move through the service, if possible • shut off power, gas and water as required • attend assembly point • ensure support personnel have completed delegated tasks • once children are safely evacuated, administer first aid if required • respond to any direction given by the Incident Manager (Nominated Supervisor) 	
10	Incident Manager (nominated supervisor/responsible person) will: <ul style="list-style-type: none"> • respond to requests from emergency services personnel • confirm when evacuation/lockdown is completed • provide information to other staff members to contact families when it is safe 	
11	Management/communications officer will: <ul style="list-style-type: none"> • communicate information to staff, children and visitors as appropriate • provide instructions to parents/families as required • contact parents/families as requested by the Incident Manager • keep accurate records of children that may be collected by families during the evacuation 	
12	Management will <ul style="list-style-type: none"> • send families a letter confirming the evacuation and procedures implemented • if the service is not able to continue to operate, notify families when it is safe to return and alternative options for education and care in the area • complete the Emergency Evacuation Incident Report • notify the regulatory authority within 24 hours- NQA IT System 	

STEP 2: FOLLOWING AN EVACUATION

1	Management will <ul style="list-style-type: none"> • send families a letter confirming the evacuation and procedures implemented • if the service is not able to continue to operate, notify families when it is safe to return and alternative options for education and care in the area • complete the Emergency Evacuation Incident Report • notify the regulatory authority within 24 hours- NQA IT System 	
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