



Evacuation and Emergency policy

VISION

Gordon OHSC is committed to ensuring that children are cared for in unique, welcoming, stimulating and safe environments. This commitment is brought to life through programs filled with fun and age appropriate adventures, designed and led by teachers.

Policy Rationale

Gordon OHSC aims to provide a safe environment for all children and educators. It is essential that in the event of an emergency, any potential risks to those present at the service, are minimised. The service has developed sound procedures for each site that will be implemented in the event of an emergency. Educators will implement organised evacuation procedures at any time a situation poses a significant threat to children or themselves. (R97)

Procedures

- The service has a detailed Emergency Management Plan, developed according to the Department of Education and Training guidelines and a risk assessment of each site was conducted in the development of the Emergency Management Plan. Advice will be sought from relevant professionals such as the Country Fire Authority (CFA) as required.
- Educators will be made aware of emergency management procedures as part of their induction process. Educators will be expected to make themselves familiar with site specific Emergency Management Plans as part of their onsite induction and ongoing development.
- Educators will familiarise themselves with their specific roles and responsibilities in the event of an emergency. These are outlined in the Emergency Management Plan; however, it is the responsibility of all educators to ensure all children are gathered and safe.
- The program Co-ordinator will notify the Gordon PS principal in the event of an emergency and additional resources will be sought as required.
- Emergency and evacuation floor plans will be prominently displayed at the service.
- Emergency procedures are rehearsed at least once every 3 months with educators and children to facilitate a calm and effective operation. The procedures will be consistent with that of the venues policy and rehearsal dates will be documented on the activity calendar. The most recent documented record of these rehearsals will be available at the service at all times.

- The service will have relevant emergency telephone numbers clearly displayed.
- Fire extinguishers will be properly installed and maintained. The property owner is responsible for the maintenance of the fire extinguishers.
- If an emergency occurs an evaluation will follow to ensure all procedures were in place and were adequate for the occasion.
- In the event of an emergency, debriefing may be required for children and educators involved. This will be made available as required.
- Notification of the Regulatory Authority (Department of Education and Training) will occur as per the current legislation.

References:

ACECQA National Quality Framework Resource Kit (2012) Quality Area 2 – Children’s health and safety

Education and Care Services National Law Act (2010) S167

Education and Care Services National Regulations (2011). R168 & 97

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