



# Child Care – Emergency and Evacuation Management Policy

Koonung Cottage Community House - Inc A0009540J

## Purpose:

This policy will provide a framework to:

- Minimise the impact of emergencies and critical events on children and educators, staff, volunteers and visitors
- Facilitate the return of the workplace to normal operations as soon as possible
- Provide staff with the tools that, if faced with an emergency situation, will enable them to respond appropriately.

## Policy Principles:

KCCH is committed to:

- Providing a safe environment for all children, staff and persons participating in programs at the service
- Having a plan to manage emergency situations in a way that reduces risk to those present on the premises
- Ensuring effective procedures are in place to manage emergency incidents at the service
- Ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service.

## Scope:

This policy applies to all KCCH staff, students on placement, volunteers, parents/guardians, children and others attending the service.

## Relevant Legislation/Guidelines

The Education and Care Services National Regulations 2011 define an emergency in relation to an education and care service as any situation or event that poses an imminent or severe risk to the persons at the service premises, eg fire or a situation that requires the service premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response and recovery. Services are required to have procedures in place detailing what needs to be done in an emergency, including an emergency and evacuation plan. These procedures must be based on a risk assessment that identifies potential emergencies relevant to the service (Regulation 97).

Early childhood services have a duty of care to the children, staff, volunteers, students, visitors and all attending the facility. It is also a requirement under the Occupational Health and Safety Act 2004 that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

## Roles and Responsibilities

Committee of Governance	Accountable for: <ul style="list-style-type: none"> <li>- Ensuring policy and procedure implementation</li> </ul>
Manager	Responsible for: <ul style="list-style-type: none"> <li>- Ensuring implementation and compliance with this policy and procedure</li> <li>- Undertake the responsibilities as outlined in the policy and procedure.</li> </ul>
Nominated Supervisors	Responsible for: <ul style="list-style-type: none"> <li>- Undertaking roles and responsibilities as outlined in the service's E.M.P.</li> <li>- Reviewing the service E.M.P. at the commencement of each new year.</li> <li>- Identifying potential on-site hazards and taking action to manage and minimise risk</li> <li>- Appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency.</li> <li>- Leading quarterly evacuation drills</li> <li>- Ensuring documentation is recorded in relation to evacuation drills</li> <li>- Support employees and families to develop and implement the plan</li> <li>- Making a hard copy of the plan available to staff</li> <li>- On Code Red days, families are notified of the closure of the service by 3pm the previous day.</li> <li>- Ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers and staff are briefed and aware of the procedures and that phone numbers of emergency services are displayed.</li> <li>- Ensuring that the E.M.P. is followed in the event of an emergency.</li> <li>- Informing the approved provider of any serious or notifiable incidents that must be reported to DET or WorkSafe Victoria.</li> <li>- Providing a fully-equipped portable first aid kit.</li> </ul>
Educators	Responsible for: <ul style="list-style-type: none"> <li>- Undertaking roles and responsibilities as outlined in the service's E.M.P.</li> <li>- Identifying potential on-site hazards and taking action to manage and minimise risk.</li> <li>- Contribute to the development of the service E.M.P.</li> <li>- Undertaking evacuation drills as outlined in their service E.M.P.</li> <li>- Reporting changes required to the E.M.P. to the Nominated Supervisor.</li> <li>- Reporting hazards and risks to the Nominated Supervisor.</li> </ul>
Parents/guardians	Responsible for: <ul style="list-style-type: none"> <li>- familiarising themselves with the service's emergency and evacuation policy and procedures and the service's E.M.P.</li> <li>- Ensuring they complete the attendance record on delivery and collection of their children</li> <li>- Providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date.</li> <li>- Reinforcing the service's emergency and evacuation procedures with their child.</li> </ul>

	- Following the directions of staff in the event of an emergency or when rehearsing emergency procedures.
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**Relevant Legislation/Guidelines**

- Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745-2002)
- The Department of Education’s Emergency Management Requirements at [www.education.vic.gov.au/childhood/providers/](http://www.education.vic.gov.au/childhood/providers/)

**Adopted by the Committee of Governance**

<b>Signature:</b>	<i>Elissa Nguyen</i>
<b>Name:</b>	Elissa Nguyen
<b>Position:</b>	Chair
<b>Date:</b>	13. 3. 21.
<b>Review Date:</b>	