



Marton Activity Centre

MAC Policy

EMERGENCY & EVACUATION

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It is vital that if an emergency situation arises, it is handled effectively and efficiently. Ensuring that Educators and children know what to do in an emergency situation requires vigilant planning and practice.

Regularly practicing the drills for emergency situations also provides an opportunity to help support and build on children's coping mechanisms and resilience.

POLICY STATEMENT

Marton Activity Centre has a duty of care to maintain the safety and wellbeing of each child, educator, and all using or visiting the Service during an emergency or evacuation situation.

SCOPE

This policy applies to the children, families, staff, management and visitors of Marton Activity Centre.

IMPLEMENTATION

Marton Activity Centre defines an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm,

injury, or illness to persons, or damage to the Service's premises. Emergency situations may pose a risk to an individual's health and safety. It is important that services identify potential emergencies that may be specific to their location and environment.

TO ENSURE COMPLIANCE WITH NATIONAL REGULATIONS, OUR SERVICE WILL ENSURE THAT:

- Emergency evacuation plans are displayed in prominent positions near each exit and in the children's classrooms.
- The plan includes a floor plan for ease of reference.
- Emergency evacuation rehearsals (drills) will be practiced every three months by the responsible person, all staff members, volunteers, and children present on the day.
- Each drill will be documented.
- The Approved Provider will conduct a risk assessment to identify potential emergencies that are relevant to the service.
- Our emergency telephone list (located next to the telephone) includes the numbers for:
 - Local Fire Station - (02) 9520 2634
 - Rural Fire Service - (02) 8741 5555
 - State Emergency Services - 132 500
 - Sutherland Police Station - (02) 9542 0899
 - Poisons - 131126

CIRCUMSTANCES UNDER WHICH AN EMERGENCY EVACUATION WILL OCCUR MAY INCLUDE:

- Fire within the building or playground.
- Fire in the surrounding area where the Service may be in danger: If you are unsure how close the fire is, phone your local fire station or local Rural Fire Service. Alternatively find and download a Fire Service app such as Fires Near Me (NSW), as telephone services can be disrupted during fires.
- Flood (call State Emergency Service).
- Terrorist threat.
- Other circumstances may include gas explosion, traffic accident, or any event which could render the building unsafe.

PROCEDURE

- Our Service will maintain an up-to-date register of emergency telephone numbers. A copy of the current list will always be available in the emergency evacuation bag.
- Emergency telephone numbers will be displayed prominently throughout the Service in the office and in the MAC mobile phone located at sign in desk.
- National Regulations state that evacuation rehearsals are to be practiced every 3 months: However, to ensure best practice our Service will conduct

emergency evacuation drills in a weekly block once a term so that all children and staff experience an evacuation on a regular basis.

- A record will be kept ensuring that all children participate in the emergency evacuation rehearsal at least 4 times per year.
- Each time an emergency evacuation drill is performed it is to be timed and documented in the Emergency Evacuation Rehearsal Record.
- After reflection, notes on any areas that need improving or revising are to be documented in the Emergency Evacuation Rehearsal Record. Educators will discuss and implement strategies to make continuous improvement to procedures which will be documented in the Service's Staff Meeting minutes and Quality Improvement Plan.
- In the event of limited Educators (e.g. early morning or late afternoon), staff members are to work together to perform the duties as per the evacuation plan (the roster should support one Certified Supervisor being on the premises at all times to take responsibility and delegate duties). This scenario will be discussed and documented in the Service's Staff Meeting Minutes (WHS).
- In the event of a fire within the service resulting in damaged phone lines, a staff member will seek assistance from neighbouring residents or businesses and / or use the MAC mobile phone as per the Emergency Evacuation Plan.
- All fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout the service will be inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851: Maintenance of Fire Protection Systems and Equipment.
- Extinguishers will be emptied, pressure tested, and refilled every five years.
- All tests performed on emergency equipment and the date on which it was tested will be recorded on a label or metal tag attached to the unit. Certificates to verify testing will be filed.
- The Nominated Supervisor is responsible for ensuring all educators, including casual/relief educators and staff members, are familiar with our Emergency Evacuation Policy and procedure.

Important: The notification of a serious incident to a regulatory authority (within 24 hours) is required when emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.

HARASSMENT AND THREATS OF VIOLENCE

If a person/s known or unknown to the service harasses or makes threats to children or educators at the service, educators will:

- Calmly and politely ask them to leave the service or the vicinity of the children.
- Be firm and clear and remember your primary duty is to the children in your care.

- If they refuse to leave, explaining that it may be necessary to call the police to remove them.
- If they still do not leave, call the police.
- If the Coordinator is unable to make the call another educator should be directed to do so. Educators will use the code phrase, “**MAC IS ON THE PHONE**” that will alert another team member to a threat situation arising and prompt them to contact police.
- Where possible, educators must endeavour to calmly move the children away from the person and this may be achieved quickly with the use of another code phrase which is “**LOLLIES UNDER THE COLA FOR EVERYONE**” that will encourage word of mouth transmission between children to move quickly from the area to another safer environment without causing them alarm.
- No educator should attempt to physically remove the unwelcome person but try to remain calm and keep the person calm as far as possible and wait for the police.
- Educators should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the service.

CONSIDERATIONS

NATIONAL QUALITY STANDARDS (NQS)

Quality Area 2: Children’s Health & Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm & hazard.
2.2.2	Incident & emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Education and Care Services National Regulations and National law NSW		
Reg	97	Policies and procedures in relation to emergency and evacuation
Reg	98	Emergency and evacuation procedures
Reg	168	Telephone or other communication equipment.

SOURCE

Australian Children’s Education & Care Quality Authority (2014)
Australian Government – Emergency Services: http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services
Children’s Services Central. (2012). Managing emergency situations in education and care services. PSC National Alliance: http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf
Early Childhood Australia Code of Ethics. (2016).
Fire Protection Association Australia: www.fpa.com.au/
Fire System Services: http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
Guide to the National Quality Standard. (2017).
NSW Rural Fire Service: www.rfs.com.au
Revised National Quality Standard. (2018).
Work Health and Safety Act 2011.

SERVICE POLICIES/ DOCUMENTATION

Policies	
Acceptance and Refusal Authorisation	Supervision
Delivery & Collection	Health and Safety
Incident, Illness, Accident & Trauma	Records and Retention.
Family Communication	