



# Marton Activity Centre

## MAC Policy

### EMERGENCY & EVACUATION

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*Under the Education and Care Services National Regulations, an approved provider must ensure that policies and procedures are in place for emergency and evacuation and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).*

*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.
- the Approved Provider will conduct an annual risk assessment to identify potential emergencies that are relevant to the Service
- emergency evacuation plans are displayed in prominent positions near each exit at the Service premises including both the indoor and outdoor learning areas
- the emergency and evacuation procedures include instructions for what must be done in the event of an emergency
- 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/ nominated supervisor 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. (our bushfire policy contains

specific information about bushfire risk management plans and evacuation plans for bush fires.)

## 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 and located at sign in desk or main desk
- emergency evacuation plans include a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes from all locations within the Service
- all exits have exit signs clearly visible
- there are no obstructions in hallways, stairways or emergency exits
- all educators, including casual/relief educators and staff members, are familiar with our *Emergency and Evacuation Policy*, procedures, and regulatory requirements
- National Regulations state that evacuation rehearsals are to be practiced every 3 months: However, to ensure best practice our Service conducts emergency evacuation drills in a fortnightly block once or twice 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. 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.
- 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/ self-assessment
- 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 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- this will be conducted by the school.
- 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 by MPS
- 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.**

#### **Families will:**

- ensure contact details are kept up to date
- provide emergency contact details on their child's enrolment form and advise the service of any change of name or phone number
- ensure the attendance record for their child is completed each day
- ensure they are aware of the service's *Emergency and Evacuation Policy* and procedures
- follow the directions of the Approved Provider/Incident Manager in the event of an emergency or evacuation

#### **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 LOLLIES LOLLIES**” 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		
<b>2.2</b>	<b>Safety</b>	<b>Each child is protected</b>
<b>2.2.1</b>	<b>Supervision</b>	At all times, reasonable precautions and adequate supervision ensure children are protected from harm & hazard.
<b>2.2.2</b>	<b>Incident &amp; emergency management</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
Quality Area 7: Governance and Leadership		
<b>7.1.2</b>	<b>Management systems</b>	Systems are in place to manage risk and enable the effective management and operation of a quality service.
<b>7.1.3</b>	<b>Roles and Responsibilities</b>	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Education and Care Services National Regulations and National law NSW		
<b>Reg 12 (d)</b>		Meaning of a serious incident- any emergency for which emergency services attended
<b>Reg 97</b>		Policies and procedures in relation to emergency and evacuation
<b>Reg 98</b>		Emergency and evacuation procedures
<b>Reg 99</b>		Children leaving the education and care service premises

<b>Reg</b>	<b>136</b>	First aid qualifications
<b>Reg</b>	<b>168</b>	Telephone or other communication equipment.
<b>Reg</b>	<b>170</b>	Policies and procedures are to be followed
<b>Reg</b>	<b>171</b>	Policies and procedures to be kept available

## SOURCE

Australian Children’s Education & Care Quality Authority (2014)
Australian Government – Emergency Services: <a href="http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services">http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services</a>
Children’s Services Central. (2012). Managing emergency situations in education and care services. PSC National Alliance: <a href="http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf">http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf</a>
Early Childhood Australia Code of Ethics. (2016).
Fire Protection Association Australia: <a href="http://www.fpaa.com.au/">www.fpaa.com.au/</a>
Fire System Services: <a href="http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html">http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html</a>
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: <a href="http://www.rfs.com.au">www.rfs.com.au</a>
Revised National Quality Standard. (2018).
Work Health and Safety Act 2011.
Australian Children’s Education & Care Quality Authority. (2021). Policy and procedure guidelines- <i>Emergency and evacuation guidelines</i> .

## SERVICE POLICIES/ DOCUMENTATION

<b>Policies</b>	
Acceptance and Refusal Authorisation	Supervision
Delivery & Collection	Health and Safety
Incident, Illness, Accident & Trauma	Records and Retention.
Family Communication	Bush fire Policy
Administration of first aid policy	Enrolment policy