

EMERGENCY AND EVACUATION

Early Years Services

1. Purpose

The purpose of this policy and procedure is to provide clear guidance in relation to emergency and evacuation with clearly outlined procedures that are planned and practiced in the event they may be required in one of the Early Year Services.

2. Policy

Stonnington Early Years Services believes that all persons (children and adults) should be safe and protected within all of its care environments. Services also recognise that well planned, practised and widely known emergency procedures are vital. Stonnington Early Years Services believes that emergency procedures should be prominently displayed throughout the services for everyone to refer to including parents/guardians, all Educators including relief Educators, students/volunteers, and visitors to the service.

3. Scope

This procedure shall apply to all Early Years Services operated by the City of Stonnington.

4. Responsibilities

Early Years Coordinator
Team Leaders
Educators
Employees
Health and Safety Representative (HSR)
Students/Volunteers
Parents/Guardians

5. Procedure

- Emergency and evacuation procedures are designed by Stonnington Early Years Services Occupational Health & Safety Representative in consultation with City of Stonnington Occupational Health & Safety Advisor.

Version: 6

Date issued: 26 October 2011

Date reviewed: 29 April 2022

Next review: 1 July 2024

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- A risk assessment is conducted and reviewed annually or more regularly if needed to identify potential hazards and emergencies that are relevant to each service, this forms part of the Emergency Management Plan for each service.
- A copy of the emergency and evacuation floor plan and directions of what must be done in the event of an emergency are displayed in a prominent position near each exit at the education and care service premises.
- Emergency and evacuation procedures are to be rehearsed at least every 3 months and the Team Leader must ensure everyone present at the service at the time of the rehearsal participate in the evacuation.
- Parents/guardians, students/volunteers and visitors are required to abide by all instructions provided by the Team Leader and/or Educators during emergency evacuation procedures.
- At least once a year children will practice an emergency evacuation to the nominated primary offsite location. As per the Education and Care Services National Regulations the child/Educator ratios will be adhered to.
- Evaluations of emergency and evacuation procedures rehearsed are to be recorded on Evaluation of Emergency Drill Form and kept available at each service.
- All new Educators, employees, students, volunteers, and agency Educators are directed to emergency and evacuation procedures, floor plans and the Emergency Management Plan as part of their induction process and are advised to familiarise themselves with these procedures.
- Emergency Evacuation drills will be evaluated, and instructions reviewed if or when necessary.

6. Relevant Legislations, Policies and Guidelines

Australian Children's Education and Care Quality Authority (ACEQA)

Early Years Services Emergency Management Plan

Education and Care Services National Law Act 2010

Education and Care Services National Regulations (2011 SI 653) - Version 1st October 2020

National Quality Standards

Occupational Health & Safety Act 2014

7. Related Services Policies/Forms

Early Years' Service Emergency Management Plan

Evaluation of Emergency Drill Form

Evacuation Floor Plan

OHS Risk Assessment Form

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