



EMERGENCY AND EVACUATION POLICY P0.0000.0

EMERGENCY AND EVACUATION POLICY

DIVISION: Sport, Community and Activation

BRANCH: Community Outcomes - Family Day Care

CATEGORY: 3

PART 1 – INTRODUCTION

1. BACKGROUND

- 1.1 Emergencies can arise from a number of causes either internally; within the FDC premises or externally; outside the premise. All emergencies have the potential to cause disruption to service provision and/or potential harm to children or adults and may require an immediate response.
- 1.2 Some examples of emergencies that could potentially cause disruption or harm include:
 - Fire or natural disasters such as bush fire, flood, cyclone or thunderstorm.
 - Power failure or structural damage to buildings.
 - Personal threat- intruder; human or animal, threat of firearms or weapons, bomb threat.
 - Exposure to hazardous materials or chemicals; gas leak, biological, chemical, medical.
 - Critical incidents causing injury or fatality.
 - Missing child.
- 1.3 The *Education and Care Services National Regulations* require Approved Providers to ensure their services have policies and procedures in place for preparedness and response of emergency and evacuation situations to minimise risk of harm to children.

2. OBJECTIVE

- 2.1 Camden Family Day Care (FDC) is committed to ensuring the safety, health and wellbeing of children, educators, staff, families and visitors attending our family day care services by identifying potential risks and hazards of emergency and evacuation situations and having in place clear plans and procedures for safe and effective response that are practiced and reviewed in an ongoing cycle.
- 2.2 To ensure all educators, staff and families are informed of the procedures required by Camden Council FDC in relation to emergency and evacuation.

3. SCOPE

3.1 This policy applies to:

- Camden Council FDC Service.
- Camden Council FDC staff employed by Camden Council.
- Educators (including educator assistants and relief educators) registered with Camden FDC as agents of the Approved Provider- Camden Council.
- Children enrolled in the service and their families.
- Volunteers and students engaged within Camden FDC.

4. DEFINITIONS

4.1 **Approved Provider** means a person who holds a provider approval (*Education and Care Services National Law*). A provider approval authorises a person to apply for one or more education and care service approvals and is valid in all jurisdictions.

4.2 **Australian Children's Education and Care Quality Authority (ACECQA)** means the independent national authority that assists governments in administering the National Quality Framework including the provision of guidance, resources, and services to support the sector to improve outcomes for children.

4.3 **Authorised Person** means (a) a person who holds a current working with children check (WWCC), or equivalent; or (b) a family member of a child who is being educated and cared for by the service or the family day care (FDC) educator; or (c) an authorised nominee of a family member of a child who is being educated and cared for by the service or the FDC educator; or (d) in the case of an emergency, medical personnel or emergency service personnel; or (e) a person who is permitted under the jurisdictional working with children law to remain at the service without holding a working with children check (WWCC), or equivalent.

4.4 **Armed confrontation** means when a person armed with a weapon confronts another person in a violent or threatening manner.

4.5 **Australian Standards** means Australian Standards documents that set out specifications, procedures and guidelines that aim to ensure products, services, and systems are safe, consistent, and reliable.

4.6 **Co-ordination Unit** means the Camden Family Day Care principal office and main faculty for running the Service from which Camden Family Day Care employees work.

4.7 **Educator** means an individual suitably qualified and registered by Camden Family Day Care to provide education and care and can refer to a Family Day Care educator as the business owner, an educator assistant or relief educator.

4.8 **Emergency** means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be

locked down or other type of emergency response.

- 4.9 **Emergency drill / practice** means a process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training, and verify the adequacy of the emergency response.
- 4.10 **Emergency Services** means ambulance, fire brigade, police, and state emergency services.
- 4.11 **Evacuation floor plan** means the plan that is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults. It may also have the name 'evacuation diagram'.
- 4.12 **Evacuation route** means the continuous path of travel (including exits, public corridors and the like) from any part of a building to a safe place.
- 4.13 **Family Day Care (FDC)** means a type of education and care service that is run from the educator's own residence or an approved venue for the purpose of educating and caring for small groups of children aged 0-12 years
- 4.14 **Family Day Care Service** means the Family Day Care education and care business of each individual educator.
- 4.15 **Fire safety advisor** means a specified role in some jurisdictions. May coordinate fire safety management plans, fire and evacuation plans, procedures, review and practice, and give or arrange instruction to staff on evacuation and the operation of firefighting equipment.
- 4.16 **Harm** means physical or mental injury; hurt.
- 4.17 **Hazard** means an unavoidable danger or risk, even though often foreseeable.
- 4.18 **Lock down** means a security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved.
- 4.19 **Lock in** means a security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved.
- 4.20 **Lock out** means a security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved.
- 4.21 **Nominated Supervisor** means a person appointed by the Approved Provider and who has given consent to be appointed to be in day to day charge of a service and must be contactable during the hours FDC educators are providing education and care.
- 4.22 **Responsible Person** means a person appointed by the Approved Provider as responsible for overseeing an education and care service, as referred to in section 162(1)(a) to (c) of the Education and Care Services National Law.
- 4.23 **Risk** means exposure to the chance of injury or loss, a hazard or dangerous chance.
- 4.24 **Risk assessment** means a systematic process of evaluating the potential risks

that may be involved in a projected activity or undertaking and determining suitable mitigations.

4.25 **Staff** means employees of Camden Council Family Day Care.

PART 2 - POLICY STATEMENT

5. PRINCIPLES

- 5.1 The safety, health and wellbeing of children is a paramount consideration for our service. Clear plans are developed, practiced, and reviewed to assist educators and children to handle emergency situations calmly and effectively reducing the risk of further harm or damage.
- 5.2 Plans and procedures are developed in consultation with professional agencies and the co-ordination unit and customised for each FDC service to ensure the effective management and communication of incidents and emergencies.
- 5.3 Review of emergency and evacuation plans and procedures occurs as required and annually as a part of the '*Educator Residence Risk Assessment*'.
- 5.4 Our educators and staff are key to our service's effective operation. Part of the induction and ongoing training and development they receive focuses on our *Emergency and Evacuation* policy and procedures. This includes conducting and documenting evacuation practices in accordance with regulatory requirements.
- 5.5 Our educational program promotes opportunities for children to learn and develop in all aspects of the program, intentional teaching about potential hazards and risk and how to manage emergency situations is included in program planning and reflection.
- 5.6 We are committed to regular communication with families about all aspects of the educational program, their child's development, and the service. This includes information about emergency and evacuation procedures.

6. CONSIDERATIONS FOR EMERGENCY PROCEDURES AND EVACUATION

- 6.1 Each educator and their residence will:
 - 6.1.1 Have emergency and evacuation procedures that are developed in conjunction with relevant authorities/experts (Element 2.2.2 of the NQS).
 - 6.1.2 Have a site-specific risk assessment (regulation 97(2)) to identify potential emergencies relevant to the residence.
 - 6.1.3 Have a site-specific evacuation plan (regulation 97(4)) that includes a floor plan and procedures for emergency response.
 - 6.1.4 Have evacuation plans specific to their residence configuration and location that consider other factors including:
 - 6.1.5 Have a copy of the emergency and evacuation floor plan and instructions displayed in a prominent position near each exit.
 - 6.1.6 Have emergency telephone numbers programmed into their home phone and/or mobile phone and have these printed and clearly

displayed in an easily accessible part of the main approved area.

- 6.1.7 Practice emergency and evacuation procedures every 3 months with each enrolled child and any volunteers, students, residents, and visitors present at the FDC residence on the day.
- 6.1.8 Ensure simulated emergency conditions consider a variety of practice styles such as scenarios in the residence, around the outdoor environment, and outside the grounds.
- 6.1.9 Document each drill to include the date, time, how many people are in the residence according to attendance registers, how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any), any problems encountered, weather conditions, and any additional notes. This documentation is kept for a minimum of three years.
- 6.1.10 Have an emergency bag that contains supplies to be used in an emergency and includes a printed list of family contacts and emergency contacts for each child enrolled, the kit must be packed and stored in an easily accessible location and the contents reviewed and maintained in line with emergency practices. The contact list should be updated as changes occur.
- 6.1.11 Decide if they require the use of a pram/cart for any children not walking during evacuations and, if required, have procedures in place for use and storage and check and maintain the equipment prior to quarterly practices to ensure its safety.
- 6.1.12 Have a method for announcing emergencies such as a whistle, the instrument used for this must be accessible and only is to be used for evacuation purposes.
- 6.1.13 Develop all emergency procedures including potential emergency risk assessments and evacuation floor plans as a part of the registration process and prior to opening the service.
- 6.1.14 Ensure emergency procedures are assessed and reviewed in collaboration with the co-ordination unit annually and updated periodically and when needed as circumstances change.

7. ROLES AND RESPONSIBILITIES

7.1 Approved Provider:

- Ensure that obligations under the *Education and Care Services National Law and National Regulations* are met.
- Ensure the *Emergency and Evacuation* policy and related procedures are in place.
- Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures.
- Ensure the nominated supervisor and co-ordination unit have access to appropriate resources for the development, implementation, training and ongoing management of this policy and its related procedures.

- Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection.
- Ensure a risk assessment has been undertaken to identify potential emergencies that are relevant to the service.
- Ensure that a copy of the emergency and evacuation floor plans and instructions are displayed in a prominent position near each exit that forms part of an evacuation route.
- Ensure emergency equipment is tested within the timeframes recommended by recognised authorities.
- Ensure that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation.
- Notify the regulatory authority of any serious incidents, change of circumstances and complaints.
- Ensure that the emergency and evacuation procedures are rehearsed every three months by each family day care educator and each child enrolled.
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees and charges and/or significantly impact the service's education and care of children or the family's ability to utilise the service.

7.2 Nominated Supervisor/Team Leader:

- Ensure they conduct themselves and the service practices in accordance with all legislative requirements and Camden FDC policy and procedures and as directed by the Approved Provider.
- Implement the *Emergency and Evacuation* policy and procedures.
- Take reasonable steps to ensure that educators, staff, volunteers and students follow legislative the policy and procedures.
- Guide and mentor educators and staff to be able to follow the policy and procedures.
- Ensure that communication between educators, the co-ordination unit and parents/guardians is adequate to ensure that all parties are aware of their roles and responsibilities in relation to legislative requirements and Camden FDC policy and procedures and they have the opportunity to provide their input into the Service.
- Conduct annual assessment of existing educator's residence or approved venue or assessment of new educator's residence or venue to prepare a risk assessment to identify potential emergencies relevant to the residence or approved venue.
- Ensure a risk assessment of emergency evacuation routes and assembly points has been carried out for each site.

- Ensure rehearsals of the emergency and evacuation procedures are documented.
- Assess the location of each residence and/or venue to determine whether the residence or venue is located in an area considered as high risk of bushfire.
- Ensure that educators participate in rehearsals of the emergency and evacuation procedures every three months.
- Ensure a documented record of each rehearsal and reflections that occurred after is kept.
- Collaborate with educators and staff to develop procedures to manage all risks associated with emergency and evacuation situations.
- Ensure the development of an emergency evacuation floor plan for each residence or approved venue.
- Ensure educators have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near the main telephone or in the main play area and available on the educators' mobile telephone.
- Ensure that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation.
- Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that they are adequately trained in their use.
- Ensure that emergency equipment is tested within the timeframes recommended by recognised authorities.
- Ensure that up-to-date portable emergency contact lists are accessible to educators at all times.
- Ensure that emergency and evacuation risk assessments are carried out and reviewed regularly.
- Ensure the emergency and evacuation instructions and floor plan are displayed in a prominent position near each exit on the evacuation route and that all staff and educators are aware of these.
- Ensure that all educators and staff are trained in the emergency and evacuation procedures and aware of their roles and responsibilities in an emergency or evacuation.
- Ensure that all educators and staff are aware of emergency evacuation points for their main work site/s.
- Ensure that families are regularly reminded of the emergency procedures in place at the service.
- Ensure procedures consider collecting children's medication and managing children's medical conditions.

7.3 Co-ordination unit staff:

- Ensure they conduct themselves and the service practices in accordance with all legislative requirements and Camden FDC policy and procedures and as directed by the nominated supervisor.

- Implement the *Emergency and Evacuation* policy and procedures.
- Monitor, guide, support and mentor educators to ensure their FDC service environments and practices are at all times compliant with legislative requirements and Camden FDC policy and procedures.

7.4 Educators

- Ensure they conduct themselves and their FDC service practices in accordance with all legislative requirements and Camden FDC policy and procedures and as directed by the nominated supervisor.
- Must be aware of and implement the *Emergency and Evacuation* policy and procedures.
- Ensure Emergency Evacuation Plans are displayed in a prominent position near each identified evacuation exit at the FDC residence.
- Educators are required to purchase and maintain fire safety equipment including and not limited to a fire extinguisher and a fire blanket for their residence. The location of these in the home must be noted on the Emergency Evacuation plans displayed at each exit.
- Practice emergency and evacuation procedures every three months and ensure every enrolled child is included.
- Ensure children are familiar with emergency and evacuation procedures and these are included as a part of the educational program.
- During practices educators will take reasonable steps to ensure every child's health and wellbeing is safeguarded whilst protecting children from harm and hazards.
- Keep a documented record of each practice including the date, time and names of all children, educators, volunteers, staff, students and visitors present and reflections of the process.
- Have emergency contact numbers for emergency services, co-ordination unit and families accessible for emergency situations.
- Develop a risk assessment that identifies any potential emergencies that are relevant to the FDC Service and/or geographical context. e.g., bushfire, cyclone, chemical spill.
- Ensure all fire protection equipment is tested in accordance with Australian Standard AS1851-2012 for level 1 service and kept in proper working condition.
- Ensure all educators are aware of the correct use of fire equipment.
- Develop a specific Bushfire Plan if the FDC educator's residence is in a Bushfire prone area. See NSW Rural Fire Service for further information and documents to assist.
- Keep a written record of when:

- The fire safety of the residence is checked.
- The residence smoke detectors, fire extinguishers, and/or fire blankets are checked and maintained and/or replaced.
- Ensure the safety of children by implementing emergency management plans and procedures for safe environments.

7.5 Families

- Be aware of the *Emergency and Evacuation* policy and procedures and implement the required practices as directed by the educator and the service.
- Ensure they have the educators up-to-date contact details.
- Ensure they complete the attendance record on delivery and collection of their child.
- Provide emergency contact details on their child's enrolment form and ensure this is kept up to date.
- Stay informed of the educational program for their child and reinforce the service's emergency and evacuation procedures with their child.
- If present at the service at the time, ensure that they follow the directions of educators and staff in the event of an emergency or when rehearsing emergency and evacuation procedures.

8. INDUCTION AND ONGOING TRAINING

- 8.1 Induction and ongoing professional development will be implemented for all educators and staff, focusing on this policy and related procedures.
- 8.2 Educator induction will be implemented as a part of the registration process, their ongoing training requirements and review of their service environments and practices occurs annually at the time of re-registration and as a need is identified.
- 8.3 Information will be shared with educator assistants and relief educators on induction and as relevant to the environments that they are working in, their shift responsibilities and the children in their care.

9. MONITORING, EVALUATION AND REVIEW

- 9.1 This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every three years.
- 9.2 Families, educators, and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- 9.3 In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and

care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

10. SOURCES AND RESOURCES

- [ACECQA Guide to the National Quality Framework](#)
- [Australian Standards: Planning for Emergencies in Facilities \(AS 3745–2010\)](#)
- [Community Early Learning Australia's Simple Guide to bushfire advice for children's services](#)
- [Department of Education: Incident Reporting](#)
- [Emergency Planning, Management, Response and Recoveries \(nsw.gov.au\)](#)

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RELEVANT LEGISLATIVE INSTRUMENTS: *Children (Education and Care Services) National Law (NSW) No 104a of 2010*
Education and Care Services National Regulations (2011 SI 653)
National Quality Standard | Australian Children's Education and Care Quality Authority (ACECQA)
Work Health and Safety Act 2011

RELATED POLICIES, PLANS AND PROCEDURES: Dealing with medical conditions in children policy
Delivery of children to, and collection from the Family Day Care Service policy
Emergency evacuation plan procedure
Emergency evacuation practice procedure
Enrolment and orientation policy
Excursions policy
In the event of an emergency procedure
Incident, injury, trauma and illness policy
Lock down procedure
Providing a child safe environment policy
Testing and maintenance of emergency equipment procedure
The administration of first aid policy

RESPONSIBLE DIRECTOR: Director Sport, Community and Activation

APPROVAL: General Manager through the Executive Leadership Group.

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
1		New	February 2012	
2			August 2019	
3	ELG	Major amendments	March 2022	22/108872