

9. Emergency Evacuation Policy

National Quality Standards (NQS)

Quality Area 2: Children’s Health and Safety	
2.2.2	Incident and emergency management

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

PURPOSE

We aim to maintain the safety and wellbeing of each child, educator and individual using the service during an emergency or evacuation situation

SCOPE

This policy applies to children, families, staff, management and visitors of the Service

IMPLEMENTATION

We define 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 environment. It is a risk to an individual’s health and safety.

We have a duty of care to provide all persons with a safe and healthy environment. Emergency evacuations should be practiced and reviewed frequently. Evacuation plans must be displayed in prominent positions near each exit and in the children’s environment with a compliant floor plan for ease of reference.

Circumstances under which evacuation will occur are as follows:

- Fire within the building or playground
- Fire in the surrounding area where the service is in danger
- Flood
- Terrorist threat
- Others may include: gas explosion, traffic accident or event which could render the building unsafe

DOCUMENT NUMBER & TITLE		QA2 Emergency Evacuation Policy	
DATE PUBLISHED	21/8/2017	DOCUMENT VERSION	v1.0
REVISION DUE DATE	August 2019	APPROVED BY: Kellie Perren – Chief Operations Officer	
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Jurisdiction specifications for each state

New South Wales (NSW)

- Children’s Services Central – www.cscentral.org.au
- Department of Education and Communities - www.educationandcommunities.nsw.gov.au
- Emergency Management NSW – www.emergency.nsw.gov.au
- Department of Community Services – www.community.nsw.org.au
- Mobile Children’s Services Association of NSW – www.mcsa.org.au
- NSW Family Day Care Association – www.nswfdc.org.au » NSW Ministry of Health – www.health.nsw.gov.au
- NSW Police - www.police.nsw.gov.au
- NSW Rural Fire Service - www.rfs.nsw.gov.au
- NSW State Emergency Services – www.ses.nsw.gov.au

Queensland (QLD)

- Department of Education and training - www.education.qld.gov.au
- Department of Communities – www.communities.qld.gov.au
- Health and Community Services Workforce Council Inc. - www.pscq.org.au
- Queensland Health – www.health.qld.gov.au
- Queensland Police – www.police.qld.gov.au
- Queensland State Emergency Service – www.emergency.qld.gov.au/ses/
- Rural Fire Service – www.ruralfire.qld.gov.au

Victoria (VIC)

- Community Child Care Association - www.pscvic.org.au
- Country Fire Authority Victoria – www.cfa.vic.gov.au
- Department of Education and Early Childhood Development – www.education.vic.gov.au/licensedchildservices
- Department of Human Services – www.dhs.vic.gov.au
- WorkSafe Victoria – www.worksafe.vic.gov.au
- Victoria Police – www.police.vic.gov.au
- Victoria State Emergency Service – www.ses.vic.gov.au

SOURCE

- Australian Children’s Education & Care Quality Authority (2014)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015
- ECA Code of Ethics
- Revised Guide to the National Quality Standard - 2018
- First Aid Workplace - <http://sydney.edu.au/science/psychology/whs/COP/First-aid-workplace.pdf>

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