

# Emergency Evacuation and Lockdown



## Policy

Janelle Street Centre will conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency situations, develop specific procedures around each potential emergency situation and ensure full awareness by all educators through the provision of professional development; and ensure regular rehearsal and evaluation of emergency and evacuation procedures.

## Background

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all, children, families and visitors to the centre are paramount and as such, Janelle Street Centre is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

## Practices

The Approved Provider, Nominated Supervisor, and Responsible Person will:

- Work together with educators to identify potential emergency and evacuation situations that may arise at this specific centre to identify all risks associated with such situations. This risk assessment will be attached to this policy and reviewed at least on an annual basis;
- Work together with educators to develop procedures to manage all risks associated with emergency and evacuation situations; (These procedures will be attached to this policy in due course);
- Ensure the development of an emergency evacuation floor plan. This floor plan will be attached to this policy;
- Ensure that the emergency evacuations and lockdowns procedure is practised at least every three months which is the legal requirement; this must include educators, volunteers and children present at the centre on the day as well as the Responsible Person.
- Ensure educators have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones;
- Ensure educators have ready access to emergency equipment such as fire extinguishers and fire blankets;
- Ensure that emergency equipment is tested as recommended by recognised authorities
- Ensure that up to date portable emergency contact lists are held in each room within the centre and that evacuation procedures include the carrying of this list at the point of evacuation;
- Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these;
- Ensure that all educators are trained in the emergency evacuation procedures;
- Ensure that all educators are aware of emergency evacuation points;
- Ensure all educators are aware of the position of the emergency assembly point which is on the grassed area at the church.
- Ensure that families are regularly reminded of the emergency procedures in place at Janelle Street Centre;
- Ensure that the evacuation procedures are in accordance with the evacuation floor plan;
- Ensure all scheduled, spontaneous and actual evacuations are documented and evaluated;

- Ensure all educators have the opportunity to provide feedback on the evaluation form; and
- Ensure all emergency contact lists are updated as required.

Educators will:

- Provide children with learning opportunities about emergency evacuation procedures; and
- Be alert to the immediate needs of all children throughout evacuation drills;
- Ensure all fire exits are easily accessible and checked before the centre commences operations each day.

The emergency and evacuation policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

Management and educators will monitor and review the effectiveness of the emergency and evacuation policy regularly. Updated information will be incorporated as needed.

The emergency procedures in any emergency plan developed will clearly explain how to respond in various types of emergency, including how to evacuate children, educators and families from the service in a controlled manner.

The emergency procedures are to be written clearly, be simple to understand and include regular evacuation practice drills,

Emergency procedures will be tested in accordance with the emergency plan in which they are contained.

## Sources

- Education and Care Services National Regulations 2011: 97, 99 (4)(d)(ii), 168
- Work Health and Safety Regulation 2011 Regulation
- Managing the Work Environment and Facilities: Code of Practice (2011) – [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) (accessed September 6, 2022)

**Adopted: November 07, 2012**

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