

POLICY: 7.1 Emergency Management, Lock Down and Evacuation

Procedure: 7.3 Emergency Equipment and Facilities

This procedure aims to ensure Educators have the appropriate emergency equipment and facilities, and these are kept current and available to keep children, themselves, and other safe in the event of an emergency situation.

7.3.1 Linking to Policy

This procedural guidance should be read in conjunction with the Service **7.1 Emergency Management, Lock Down and Evacuation Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents/guardians to implement the policy. The procedure covers:

[7.3.2 Roles and Responsibilities of the Service](#)

[7.3.3 Emergency Equipment](#)

[7.3.4 Emergency Exit Plan](#)

7.3.2 Roles and Responsibilities of the Service

The Nominated Supervisor will:

- In the assessment of the Educator's residence, ensure they have the below mentioned equipment (which complies with Australian Standards (AS3786-2014 and is less than 10 years old), plans and facilities in place before commencing with the Service.
- Ensure Educators have an emergency exit plan in place, and this is reviewed at least annually.
- Ensure a copy will be kept on the Educator's file.
- Ensure Educators are aware of their obligation to test and replace batteries of smoke detectors and the need to replace existing smoke detectors as outlined *in 6.3 Smoke Alert Procedure*
- As part of the re-registration process, all emergency equipment is checked to ensure they comply with the procedure and recognised authorities.
- Access advice from the Queensland Fire and Rescue Service (or another appropriate Authority) to ensure Educators have up-to-date information on the necessary measures which are required to comply with the 7.1 Emergency Management, Lock Down and Evacuation Policy.

7.3.3 Emergency Equipment

Educators will

- Have smoke alarms fitted in suitable locations in residence;
- Test them regularly in accordance with the manufacturer's instructions. Test regularly and replace batteries as needed. (refer to 6.3 Smoke Alert Procedures)
- Have a fire blanket or fire extinguisher available at the residence;
- Maintain it in accordance with recognised authority.
- Have a working torch with additional batteries available (could be mobile phone);
- Have a well-stocked first aid kit available that is easy to access, but out of reach of children (include information about medical conditions and medication if appropriate);
- Have a battery-operated radio (with working batteries) or live stream from mobile phone
- Have ready access to an operating telephone or other means of communication, e.g. fixed-line telephone, mobile telephone, two-way radio, video conferencing equipment; to enable immediate communication to and from parents and the Service office.
- Have fire alarms and detectors which are less than 10 years old, with a fixed Australian Standards sticker attached.
- Ensure if an existing fire alarm is replaced, a photoelectric style is installed, which complies with Australian Standards (AS3786-2014)

7.3.4 Emergency Exit Plan

Educators must:

- Have a documented evacuation floor plan and procedure for their residence.
- Display the Emergency Exit Plan in a prominent position near the two main approved exits used for evacuations from the residence.
- Use the floor plan of the residence to design the Emergency Exit Plan.
- Mark all escape routes clearly; and
- Identify a primary escape route out of every room, as well as identifying a secondary path in case the first route is blocked by fire. Always plan two ways out of each room, where possible.
- Note the meeting place outside the residence, as well as simple steps to be followed in the event of an evacuation.
- Provide further guidance in an emergency, indicating the position of smoke alarms, fire blanket, and/or fire extinguisher and first aid kit, toughened glass or barriers.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

Policies

7.1 Emergency Management, Lock Down and Evacuation

Reference

Refer to 7.1 Emergency Management, Lock Down and Evacuation

Qld Government – State Emergency Service

- www.emergency.qld.gov.au
- www.emergency.qld.gov.au
- www.disaster.qld.gov.au/disasters