

## 7.1 Emergency Management and Evacuation Policy

### 1. Purpose

My Place Family Day Care is committed to being proactive in managing emergencies, developing emergency procedures, equipping Educators and children with sound knowledge of the procedures and ensuring emergency equipment is ready for use if needed. The personal safety and security of children and adults accessing the Service are of prime importance.

### 2. Scope

This policy applies to the Nominated Supervisor, Coordinators, Educators, Educator Assistants, parents and children

### 3. Definitions

**Approved Provider:** Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

**Service:** My Place Family Day Care, whose Approved Provider is Inala Community House.

**Educator:** A suitably qualified person who is registered with the Service.

**Educator's Residence** – The home or venue approved to provide childcare by an approved Educator of the Service.

### 4. Policy

Staff and Educators have the capacity to recognise, protect and respond to emergencies and effectively evacuate children in the event of a serious incident or emergency.

#### 4.1 Emergency Evacuations and Lock Down

The Service adopts a proactive approach to ensuring that Educators and children are aware of, and understand, evacuation and other emergency procedures.

The Service will work with Educators to develop an emergency evacuation and lock down plan.

The Service will ensure that where the Educator's residence is multi storied, the emergency evacuation and lock down procedure considers how the Educator will move all children from the top floor to the emergency evacuation point.

Educators will undertake an emergency and lock down practice drill with children on the first day of operation, when a new child commences care and at least quarterly thereafter.

Educators will keep a record of the practice drill and any proposed changes required.

#### 4.2 Loss of Amenities

The loss of amenities such as power and water can occur unexpectedly and can compromise the safety of children in care. Similarly, dangers arising from severe storms can also place children at risk and reduce the ability of the Educator to provide a safe and secure environment.

#### 4.3 Emergency Equipment

Educators will have smoke alarms fitted throughout their residence according to Australian standards.

Educators will test all smoke alarms regularly in accordance to the manufacturer's instructions and replace batteries as needed. (refer to 6.3 Smoke Alert Procedure).

Educators will have a fire blanket or fire extinguisher.

Educators will have a working mobile phone.

### 5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required.

	<b>Date</b>	<b>Details</b>
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	12/2019	Reviewed
Revision 04	01/2021	Reviewed

### 6. Related Documents

#### **Policies**

4.2 Incident, Injury, trauma and illness Policy

4.3 Serious Incident

6.1 Child Safety Environments Policy

6.2 Child Safety Equipment Policy

## **Procedures**

6.1 Assessment of Educators Residence

6.2 Required Facilities

6.3 Smoke Alerts

## **Forms**

Evacuation Fire Drill

Incident, Injury, Illness, Trauma Record

Home Safety Check List

## **Other Documents**

Guide to Drawing an Evacuation Plan

Emergency Contact Numbers

Evacuation Procedures

## **References**

Building Code of Australia 2006

The Fire and Emergency Service (Domestic Smoke Alarms) Amendment Act 2016 (QLD)

Building Fire Safety Regulation 2008

Workplace Health & Safety Act 2011

Queensland Fire and Emergency Service, Are you up to speed with smoke alerts

<https://www.qfes.qld.gov.au/community-safety/smokealarms/Pages/default.aspx>

Queensland Fire and Emergency Service, Emergency Planning -

<https://www.qfes.qld.gov.au/planning/Pages/default.aspx>

Government Agencies

[Workplace, Health & Safety Queensland](#)

Government Legislation

[Queensland's Work Health & Safety Regulation 2011](#)

Emergency Planning Publications and Documents

[QFES Emergency Planning Guidance](#)

Queensland Fire and Emergency Services

[www.qfes.qld.au/community-safety/smokealarms/documents/new-smoke-alarm-legislation.pdf](http://www.qfes.qld.au/community-safety/smokealarms/documents/new-smoke-alarm-legislation.pdf)

Queensland smoke alarms legislation 2017

Education and Care Services National Law 2010 s.168 offence relating to the protection of children from harm or hazard

Education and Care Services National Regulations 2011

R.85: Incident, injury, trauma and illness policies and procedures

R.86: Notification to parents of incident, injury, trauma and illness

R.87: Incident, injury, trauma and illness record

R.88: Infectious diseases

R.89: First Aid Kits

R.97: Emergency and evacuation procedures

R.161: Authorisations to be kept in enrolment record

R.162: Health information to be kept in enrolment record

R.168: Education and care service must have policies and procedures

R.174: Prescribed information to be notified to the Regulatory Authority

R.176: Time to notify certain information to Regulatory Authority

Guide to the National Quality Framework 2018 Chapter 2 The National Quality Standards,  
Quality Standard 2: Children's Health and Safety

2.1.2: Health practices and procedures – effective illness and injury management and  
hygiene practices are promoted and implemented

2.2.1: Supervision - At all times, reasonable precautions and adequate supervision ensure  
children are protected from harm and hazard.

2.2.2: Incident and emergency management – plans to effectively manage incidents and  
emergencies are developed in consultation with relevant authorities, practiced and  
implemented