

2.7 EMERGENCY & EVACUATION POLICY

INTRODUCTION

Emergency and evacuation situations in a school setting 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 staff, children, families and visitors to the school is paramount, and as such, Lindfield Montessori School 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.

PURPOSE

Lindfield Montessori School will:

- Conduct reviews of certain potential emergencies and evacuation situations, including medical emergency situations
- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development
- Ensure regular rehearsals and evaluations of emergency and evacuation procedures

STRATEGIES

Risk Assessment for Potential Emergencies

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our service.

The Emergency Risk Assessment is included in this policy and includes:

- Detailed risk assessments and control measures of potential emergencies the school may be exposed to. Documentation is assessed and updated periodically and when needed as circumstances change.
- Detailed specific procedures to follow in the event of any emergency or evacuation including:
 - Bushfire
 - Falling of large branch or tree
 - Venomous spider in garden
 - Car accident on grassed area
 - Intruder
 - Severe weather event
 - Flooding
 - Bomb threat
 - Pandemic and infectious diseases
 - Chemicals
- A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near all the exit doors and in the WH&S folder.
- Staffing rosters ensure that at least one Educator who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training

and approved emergency asthma management training will be immediately available in the event of an emergency.

- Emergency telephone numbers are clearly displayed in the office.

Discovering an Emergency

- Educators who discover an emergency are required to alert the responsible person immediately so that they can determine and implement control measures.
- After immediate assessment, the Responsible Person or another staff member will then ring the bell for a lockdown depending on the type of emergency.

Evacuation drills an emergency evacuation

Evacuation drills are carried out every three months without notice, at different times of the day, in accordance with the Education and Care Service National Regulations.

- Each drill is documented to include the date, time, how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any) any problems encountered, and any additional notes.
This documentation is kept for a minimum of three years.
- Simulated emergency conditions will consider a variety of practice styles such as scenarios in the classroom, and outside.

After the Emergency is over

- In the event that the building is unsafe to return to, the Responsible Person or delegated person will notify parents or emergency contacts to collect each child.
- If able to return to the building, with calm reassurance, walk back to the school following the safety procedures; recheck that all children have returned and discuss as developmentally appropriate the emergency that has taken place.
- Consider counselling services for anyone affected by the emergency.

ROLES AND RESPONSIBILITIES

The Approved Provider will:

- Ensure that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (section 167).
- Ensure the identification of potential emergency and evacuation situations that may arise at the service, and the risk associated with such situations.
- Ensure the following documents are attached to this policy:
 - Risk assessment
 - Emergency and evacuation procedures
 - Emergency evacuation floor plan
- Ensure educators and staff have ready access to an operating telephone or a similar means of communication, and that emergency telephone numbers are displayed near the telephones.

- Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use.
- Ensure that emergency equipment is tested as recommended by recognised authorities.

The Nominated Supervisor/ Responsible person will:

- Implement duties as listed above and as directed by the Approved Provider
- Ensure the emergency evacuation procedures and floor plans are displayed in a prominent position near each exit and that all staff and educators are aware of these
- Ensure that all staff are trained in the emergency evacuation procedure
- Ensure that all staff are aware of the emergency evacuation points
- Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures
- Ensure that spontaneous rehearsals take place to ensure staff participate in the stimulation of an unplanned, emergency evacuation events
- Ensure all scheduled, spontaneous an evacuations are documented and reviewed
- Ensure all emergency contact lists are updated as required.

Educators will:

- Ensure that Transparent Classroom accurately records attendance of each child
- Ensure the time of arrival and departure is noted on Transparent Classroom for every child
- Sign yourself in/out
- Practise the external procedure by different exits
- Practice the internal procedure
- Familiarise relievers, students and visitors with the procedure
- Ensure all items in the First Aid bag are present.
- Check the number of children in your care regularly throughout the day
- Provide children with learning opportunities about emergency evacuation procedures
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.
- Assist the Nominated Supervisor in identifying risks and potential emergency situations
- Assist the Nominated Supervisor in developing procedures to lessen the risk associated with emergency evacuations.
- Ensure awareness of the placement of emergency equipment, and are confident in the ability to operate them.

Families will:

- Familiarise selves with the service's emergency and evacuation policy and procedures
- Ensure they complete the attendance record on delivery and collection of their child via Transparent Classroom
- Provide emergency contact details on the child's enrolment form and ensure that this is kept up to date

- Follow the directions of staff in the event of an emergency or when rehearsing emergency procedures

MONITORING, EVALUATION AND REVIEW

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 two years. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

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 changes to a policy or procedure that may have significant impact on the provisions 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.

Relevant Legislation	Education and Care Services National Regulations 2011. Reg. 97, 98, 168 (2) (E) Children (Education and Care Services National Law Application) Act 2010 Section 167, 169 Occupational Health and Safety Regulations 2011 Regulation 43
Related to NQS QA	2.2
Related Policies	Medical Conditions Work, Health & Safety Bushfire Procedure Lockdown Procedure Break in and Intruder Procedure Bomb or chemical spill Procedure Building Collapse Procedure Chemical Safety Procedure Fire Safety Education Statement
Sources & Further Reading	Policy written by Community Early Learning Australia Australian Standards: Emergency control organization for buildings, structures and workplaces (AS 3745 – 2002)

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
November 2021	Checked regulations, updated copy	2023

EMERGENCY RISK ASSESSMENT

Potential emergency situation identified	Potential Hazards identified as a result of an emergency situation	Potential risks identified as a result of an emergency situation	Likelihood <i>Almost certain</i> <i>Likely</i> <i>Possible</i> <i>Unlikely</i> <i>Rare</i>	Risk Rating <i>Low</i> <i>Medium</i> <i>High</i>	Control strategies to address risk <i>Steps taken to maximise the safety of staff & children</i>
Bushfire	Fire on or near premises	Smoke inhalation, burns, death	Rare	Medium	Lockdown, evacuation drills, consultation with fire brigade, safety equipment checks, maintain site via working bees.
Falling of large branch or tree	Fallen branch or tree	Tree strikes a person or classroom	Unlikely	High	Annual arborist checks, or as required. Branches & trees removed if deemed unsafe. Garden to be maintained. Trees to be checked regularly by church and staff.
Venomous spider in garden	Spider	Spider bite	Unlikely	Medium	Garden checked each morning prior to school commencing. Staff to be alert during play. Insecticide sprayed at the beginning of each term to keep spider populations low. Children taught to let a teacher know if they see a spider, and not to touch it.
Car accident on grassed area	Car crashing through fence into garden	Children and/or adults injured if they are in garden	Rare	Medium	Boundary fence in place. Staff supervision of children to pre-empt danger.
Intruder	Unknown motives	Injury to child or adult, kidnap, hostage	Rare	Medium	Staff vigilant in identifying unknown persons on premises. All visitors required to sign in and out. Lockdown and evacuation drills practiced every 3 months. Children could be evacuated through the back door exit.
Severe weather Event	Flying debris, falling objects,	Injury, death, permanent disability,	Rare	Medium	Weather events monitored, building maintained at working



	flooding, fallen power lines	psychological stress/trauma.			bees, and as the need arises, and lockdown procedures practiced regularly.
Flooding	Build up of water and mulch on the veranda, which drains from the garden. This may then flow into the classroom flooding the carpeted area.	Risk of injury, water damage to the floors, property and materials.	Unlikely	Medium	Weather events monitored, drains to be cleaned either by the church or school staff to prevent build-up of leaves.
Bomb Threat	Explosion or trauma of being threatened.	Psychological injury due to threat or explosion.	Rare	Medium	Emergency and evacuation drills practiced every 3 months. Be familiar with policy about how to manage emergency situations.
Pandemic & Infectious Diseases	Flu event pandemic event	Ill health amongst the school community, death.	Unlikely	Medium	Basic hygiene procedures in place, parents notified of current illness/outbreak and encouraged to keep unwell children at home. Unwell children at school are sent home. Easy access to handwashing facilities, ensure all directives from the Department of Health are followed.
Chemicals	Unauthorised access to chemicals, misuse of chemicals	Death, permanent disability, illness.	Rare	Medium	Chemicals stored on high shelves in locked cupboards in kitchen. Chemicals to be used only by staff in the appropriate manner. Use of chemicals limited as much as possible and replaced with non-toxic substances where possible. E.g. Water and sponge. Safety data



					sheets kept in office for quick referral, emergency and evacuation drills practised every 3 months.
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IMPACT

	Insignificant	Minor	Moderate	Major	Severe
Almost certain	Medium	High	High	Very high	Very high
Likely	Medium	Medium	High	High	Very high
Possible	Low	Medium	High	High	Very high
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	Medium

LIKELIHOOD

Almost certain	Is expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Could occur at any time
Unlikely	Not likely to occur in normal circumstances
Rare	May occur only in exceptional circumstances
Insignificant	Injuries not requiring first aid
Minor	First aid required
Moderate	Medical treatment required
Major	Hospital admission required
Severe	Death or permanent disability to one or more persons