

## ▲ FROEBEL EMERGENCY MANAGEMENT

### ▲ NQS

**Element 2.2.2:** Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

**Education and Care Services National Regulations:** 97; 168

### ▲ PURPOSE

The purpose of this policy is to outline the processes in place at FROEBEL services to ensure the safety, security and well-being of all children, families, and educators in the event of an emergency or crisis.

If the centre needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm, and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

Our service will conduct a risk assessment to identify potential emergencies that could affect our service and use this to prepare an emergency management plan (EMP).

### ▲ POLICY

Each FROEBEL service has a site-specific Emergency Management Plan (EMP). The EMP is updated annually or when there are necessary changes (such as staff positions or updated regulatory requirements)

### ▲ PROCEDURES

#### **Emergency Management Training**

- Australian Compliance Management provides site specific online emergency management training and evacuation procedures.
- All employees and those who are in the position of fire wardens, students and visitors to FROEBEL undertake online training through Australian Compliance Management Plan Safe platform. Training occurs during onboarding for new employees.

- Visitors, contractors, and casual employees complete the training prior to carrying out duties when on site.

### **Rehearsal of emergency and evacuation**

- FROEBEL ensures the minimum emergency and evacuation rehearsals occur every 3 months, and strongly encourages that each service conducts monthly emergency and evacuation rehearsals to ensure each child and employee has an opportunity to practice the various emergency scenarios.
- The drills are random i.e., at different times of the day and week.
- An educator will 'raise the alarm' for what kind of emergency is taking place, when the alarm is heard, the children, employees, and visitors will drop what they are doing and follow the fire warden instructions to the designated safe assembly area
- A record of all practice evacuations will be maintained on the emergency evaluation and reflection document.

### **Emergency Management Plan (EMP)**

A site specific EMP, including the emergency evacuation diagrams and communication tree are stored on site and electronically. Emergency diagrams are located throughout the service at Emergency Evacuation Points

A list of up-to-date emergency contact numbers are displayed prominently throughout the service next to all the telephones. The list includes the following:

- Police Station on 000 and the number for the local Police Station,
- Fire Station on 000 and the number for the local Fire Station,
- Ambulance on 000 and the number for the local Ambulance Station and
- Poisons Information Centre on 13 11 26.

### **Initial and ongoing training:**

The Centre Director or person in-charge will ensure all educators have a thorough understanding of the EMP, and individuals' roles and responsibilities according to the incident communication team and Incident management team

The Centre Director will ensure educators are provided with training on how to use fire extinguishers, fire blankets and other emergency equipment:

- Fire extinguishers, fire blankets and other emergency equipment will be tested as recommended by the manufacturer by recognised authorities. All tests must be documented.



- The Nominated Supervisor is responsible for ensuring that all educators, including casual educators, are aware of the service's policies and procedures relating to Emergency Management, Response and Evacuation.
- Informal games and discussions will be used to familiarise children with the service's emergency and evacuation procedures.

### **EMERGENCY COMMUNICATION PLAN**

- At all times, the service will have access to a land line telephone and a centre mobile phone.
- If there is a loss of electricity, a mobile telephone is available and always ready for use.

### **Managing an emergency**

- In the event of an emergency the Centre Director or person in-charge will ensure that the EMP is implemented.
- The centre director or person in-charge will contact the necessary emergency services and the Managing Director to inform him of the emergency to take further actions as required.

### **Role of Educators**

- Immediately when the alarm sounds, educators will return to the group with which they are working if it is safe to do so. Educators will then assist with the evacuation.
- Educators are to ensure that sign in/out rolls always remain in the vicinity of that group of children, and if evacuation is required that a primary carer collect that roll in the process of evacuating children.
- After the alarm has been raised, group children and evacuate through the nearest exit to the designated safe area with the children's sign in/out roll.
- Primary carer to call roll and settle children.
- Supervise and reassure children.

### **Chief Fire Warden Role**

- Collect educator sign in book, visitor sign in books, emergency contact lists a phone and emergency backpack.
- Check toilet, kitchen, playrooms, and cot rooms.
- Ring 000 as soon as possible.
- Follow children and other educators to designated safe assembly area.
- Oversee and check attendances of children, educators, volunteers, families, and visitors.
- Supervise and reassure children.

### **Documenting the event**

- The Centre Director or person in-charge will record the relevant information on an Incident Report form.
- Educators will not discuss the incident with any person or with the media unless otherwise authorised by the Managing Director.

### **First Aid training**

All educators are required to maintain current First Aid and CPR qualifications in accordance with State legislation. Comprehensive guidelines are contained in the First Aid Manual available at the centre.

### ▲ SOURCES AND FURTHER READING

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations, particularly Reg. 97 and 98.
- National Quality Standard
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Australian Standards 1851-2005 "Maintenance of Fire Protection Systems and Equipment"
- Emergency Management Australia, Preparing for the Unexpected (Fifth Edition)
- <http://www.em.gov.au/Publications/Communityawarenesspublications/Pages/PreparingfortheUnexpectedFifthEdition.aspx>

### ▲ ASSOCIATED POLICIES

- Administering First Aid and CPR
- Emergency Management Plan
- Child Safe Environments and Supervision
- Accidents and Incidents

### ▲ POLICY REVIEW

The Centre (together with educators) will review this policy every 12 months.

The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.

Families are encouraged to collaborate with the Centre to review the policy and procedures.

- **Review Date:** 19.12.2023
- **Next Review:** 19 .12.2024