



EAST PRESTON ISLAMIC COLLEGE

**EMERGENCY
AND
EVACUATION
POLICY**

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at the East Preston Islamic College Early Learning Centre (EPIC ELC)
- raising the awareness of everyone attending EPIC ELC about potential emergency situations and appropriate responses.

EPIC ELC is committed to:

- providing a safe environment for all children, staff and persons participating in programs at EPIC ELC
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Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence.

These details must be kept for the period of time specified in Regulation 183. A sample *Incident, Injury, Trauma and Illness Record* is available from the ACECQA: www.acecqa.gov.au (Search 'Sample forms and templates')

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- *NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma are required to be notified, not other health matters
- any emergency for which emergency services attended. NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency service

- WorkSafe Victoria: www.worksafe.vic.gov.au
 - *Administration of First Aid Policy*
 - *Administration of Medication Policy*
 - *Delivery and Collection of Children Policy*
 - *Incident, Injury, Trauma and Illness Policy*
 - *Occupational Health and Safety Policy*
 - *Staffing Policy*
 - *Supervision of Children Policy*
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- completing the DET *Emergency Management Plan* (refer to *Sources*), lodging this with the relevant DET regional office and attaching a copy to this policy
- conducting a risk assessment to identify potential emergencies that the service may encounter (Regulation 97(2)) (refer to attached *Emergency Management Plan*)
- developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) (refer to attached *Emergency Management Plan*)
- appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (refer to attached *Emergency Management Plan*)
- developing an emergency and evacuation floor plan (Regulation 97(1)(b)) (refer to attached *Emergency Management Plan*)
- ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises (Regulation 97(4))
- ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at the service (Regulation 97(3)(a))
- ensuring that the rehearsals of the emergency and evacuation procedures are documented (Regulation 97(3)(b)) (refer to attached *Emergency Management Plan*)
- ensuring that those working at, or attending the service, have access to a phone for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed
- identifying potential onsite hazards and taking action to manage and minimise risk (refer to attached *Emergency Management Plan*)
- ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting
- ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted
- ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems

- providing a fully-equipped portable first aid kit (refer to *Administration of First Aid Policy*)
- keeping lock-

- ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to *Supervision of Children Policy*)
 - ensuring that the *Emergency Management Plan* (attached) is followed in the event of an emergency
 - testing alarms and communication systems regularly, such as on a monthly basis
 - keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
 - informing the Approved Provider of any serious or notifiable incidents (refer to *Definitions*) that must be reported to DET or WorkSafe Victoria.
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- implementing the procedures and responsibilities in this policy and the service's *Emergency Management Plan* (attached)
 - supervising the children in their care and protecting them from hazards and harm (refer to *Supervision of Children Policy*)
 - providing support to children before, during and after emergencies
 - checking that the attendance record (refer to *Definitions*) is completed at the beginning and end of each session
 - keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
 - checking that the emergency evacuation procedure is displayed in prominent positions and that all persons at the service are made aware of these (refer to attached *Emergency Management Plan*)
 - rehearsing emergency evacuation procedures with the children at least once every 3 months (or more often, as required) and ensuring that these are documented (refer to attached *Emergency Management Plan*)
 - providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
 - completing the *Incident, Injury, Trauma and Illness Record*, as required
 - informing the Nominated Supervisor or Persons in Day-to-Day Charge or, in their absence, the Approved Provider or Person with Management and Control, about any serious incidents or notifiable incidents (refer to *Definitions*) at the service
 - attending first aid, emergency management and OHS training, as required
 - communicating with parents about emergency procedures
 - raising children's awareness about potential emergency situations and appropriate responses.
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- familiarising themselves with the service's emergency and evacuation policy and procedures and the service's *Emergency Management Plan* (attached)
 - ensuring they complete the attendance record (refer to *Definitions*) on delivery and collection of their children (refer to *Delivery and Collection of Children Policy*)
 - providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date

- reinforcing the service's emergency and evacuation procedures with their child
- following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

Following this policy and its procedures

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- review the policy to determine whether it adequately addresses a range of potential emergency situations
- regularly seek feedback from everyone affected by the policy regarding its effectiveness particularly following an emergency
- review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes
- use information gained from checks on documentation and practices and the *Incident, Injury, Trauma and Illness Record* to inform proposed changes to this policy