

ECEC POLICY

Emergency and Evacuation Policy	Document No:	r 97, 168 2 (e)
	Approval Date:	Feb 2018
	Approved By:	Family Services Manager
	Next Review:	August 2026
Responsible Officer: Early Childhood Coordinator	Version	01
Authorising Officer: Family Services Manager		

The City of Greater Geelong is a Child Safe Organisation. We take the wellbeing and safety of children seriously and have zero tolerance for child abuse of any kind.

1. PURPOSE

The City of Greater Geelong Early Childhood Education and Care (ECEC) services, acknowledge the importance of clear procedures and policies in the event of an unexpected incident that poses a risk to children, educators or staff. This ensures there is consistency in providing for the way in which emergencies are planned for and responded to by City of Geelong workplaces.

2. SCOPE

ALL SERVICES:

An emergency is defined in this context as an unexpected, unplanned or sudden event or situation that requires immediate action to prevent harm, injury or illness to a person or damage to the services environment.

In line with the **Paramountcy Principle (s2A)** every person involved in delivering our education and care services will ensure that the safety, rights and best interests of children is the **paramount consideration in all their decisions and actions**.

3. REFERENCES

- Education and Care National Regulations 2011
- Amendments 2017
- Education and Care National Law Act 2010
- Amendments 2017
- Education and Care National Quality Standard
- Corporate Emergency Management Framework – Council
- Child Safe Standards 2, 3,6,7,8,9,11

4. ECEC POLICY

IN ALL SERVICES, MANAGEMENT WILL:

- Ensure they are fully informed of the Council's Emergency Management Plans for the Service site.

- Liaise with Council's Corporate Emergency Management Advisor on all aspects of emergency planning and responses and seek their expertise on the plans and procedures in place.
- Display up to date emergency evacuation procedures, including evacuation floor plans and instructions available at each exit.
- Ensure all new staff, students, volunteers are provided with the emergency procedures on induction / first day. As part of **City Safe** - New Staff Induction.
- Ensure every Service has working emergency equipment suitable to the Service's needs.
- Every Service has access to a working telephone to be used to contact emergency services in the event of an emergency or incident.
- Ensure Emergency Management Plans (EMP) are completed and reviewed annually.
- Complete a risk assessment with the support of the Emergency Management Advisor in order to identify potential emergencies that are relevant to each service.
- Ensure smoke detectors or alarms are checked regularly.
- Ensure the coordination of educators to practice emergency procedures every three months (School Term), and they have access to an evaluation form that is completed and stored after each emergency evacuation drill.
- Provide support to educators, children and families in the event of an emergency incident, during and after the event has taken place.
- Follow up notification with Regulatory Authority as soon as is practicable, but absolutely within 24 hours of incident.

IN ALL SERVICES, EDUCATORS WILL:

- Ensure all staff, students, volunteers and visitors are familiar with the emergency evacuation policies and procedures, including the position of all exits and emergency equipment.
- Practice emergency evacuation procedures once per Term (minimum) at various times and days of the week. These emergency procedures may include both onsite and offsite evacuations and lockdowns.
- After each Emergency Drill – document and evaluate the practice, engaging with children where appropriate about their experience.
Evaluation Form of Emergency Practice – available from Corporate Emergency Management Advisor – at Council.
- Submit the Emergency Drill Evaluations to the Centre Management for storing and consideration of improving practice.
- Ensure children are aware of the need to practice emergency drills without alarming the children or causing undue stress.

5. QUALITY RECORDS

ACECQA Policy Guidelines Fact Sheet: Emergency & Evacuation.

See City of Greater Geelong ECEC Educator handbook

See City of Greater Geelong – Management Procedure; Local Emergency Management. REX D20-49942

Evaluation Form of Emergency Practice – available from Corporate Emergency Management Advisor

Risk Assessment Forms - available from Corporate Emergency Management Advisor

6. ATTACHMENTS