

Konomi Kindergarten

Emergency and Evacuation Procedures Policy

QA 2 children's health and safety

Aim

Kindergarten aim is to provide sufficient, appropriate equipment and resources that are available when dealing with any emergency or critical incident likely to impact on the Service, to ensure that evacuations are carried out as smoothly as possible.

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011

Who is affected by this policy?

Child
Staff
Parents
Management
Visitors

Implementation

Management (approved provider & director) is responsible for ensuring:

- All equipment, including warning, alarm and communication systems, fire detectors and fire extinguishing equipment etc. is maintained in accordance with the manufacturer's /installer's instructions and that maintenance records are retained for two years.
- The Service's security alarm system is appropriately maintained in line with the installer's instructions.
- All emergency and exit signs are clearly visible.
- All persons in, at or near the Service are aware of their role and responsibilities in the event of an emergency or critical incident and that it is documented in their position description (where applicable).
- All persons, in, at or near the service are appropriately trained for their role in the event of an emergency or critical incident and that any records of training are retained.
- That, when rostering employees, the chief warden and the deputy chief warden are not simultaneously absent during operating hours.
- Emergency and/or critical incident reporting, response and evacuation procedures or instructions are documented.
- Emergency and evacuation procedures are prominently displayed, in relevant positions, throughout the Service.
- An evacuation plan that includes a clear diagram of the escape route and assembly area is prominently displayed in each room of the Service.
- Notices that clearly outline emergency contact telephone numbers are displayed adjacent to all telephone outlets in the Service.
- Access to firefighting equipment is maintained at all times and that the equipment is appropriately signposted.
- That only qualified, accredited persons install, repair and/or maintain electrical equipment.
- Access/escape routes and emergency exits are clear of obstructions at all times (that is, objects and/or vehicles are kept at least two (2) metre's from any exit).

- The relevant government health and safety authority is notified in the event of a serious emergency or critical incident.
- Counseling and debriefing services are made available for all those involved in an emergency/critical incident situation where required. (The level of debriefing and/or counseling that may be required will vary according to the extent of the emergency and/or casualties, any difficulties experienced in implementing emergency procedures etc.).
- **The Approved Provider** must ensure that emergency and evacuation procedures are rehearsed every 3 months by the Nominated Supervisor, staff members and children.
- The rehearsal of emergency and evacuation procedures are documented.

Employees (educators and other staff members) are required to:

- Become familiar with the layout of the building, the sound and duration of the alarm system used by the service, the nearest exit routes, assembly locations etc.
- Cooperate with, and follow any instructions given by members of the emergency/incident control group and/or emergency services in the event of an emergency/critical incident (real or practice drill).
- Ensure security arrangements, computer passwords and back up details etc. are kept confidential.
- Report and record any suspicious behaviour, vehicles, incidents or persons they observe within the vicinity of the Service, on an accident, incident, hazard, near miss form.
- Store their personal belongings out of sight, wherever possible.
- Report maintenance issues as soon as is reasonably practicable, particularly in relation to outdoor lighting.
- Ensure tool boxes are securely stored out of sight when not in use.
- Avoid wearing expensive jewelry or bringing large sums of money to work.
- Open and close the service in pairs.
- Check on arrival that ‘normal conditions’ are prevailing.
- Close and lock all windows, and draw the curtains/blinds when closing the Service.
- Securely store all equipment at the end of each day.
- Check the sign out book and attendance register before finally closing the Service.
- Set the alarm before closing the Service.
- Notify management if they are working at the Service outside of regular operating hours.
- Park their cars as near as possible to the Service particularly if they are leaving after sunset.

The chief warden (Supervisor) is responsible for:

- Informing all those in, at or near the Service of their role and responsibilities in the event of an emergency or critical incident.
- Scheduling practice sessions (for example, one full week every three (3) months and when new employees join the Service).
- Sending out advance notice of each drill (including the date and approximate time) to all employees to encourage their understanding and cooperation. (Note: If employees are advised of practice drill they will recognise alarm activation without notification as a ‘non-drill’ situation).
- Ensuring all employees recognise the alert and evacuation signals and know the relevant procedures, escape routes, and assembly area(s).
- Supervising, recording, reviewing and evaluating (in conjunction with other members of staff) each practice drill and implementing improvements to the procedures as required.

Documentation and record keeping

The Responsible person and Nominated Supervisor will:

- ✓ Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed;
 - ✓ Ensure all staff are provided with feedback forms after each evacuation; and
- Ensure all emergency contact lists are updated as required

In relation to *unwelcome intruders, robberies and general security*, proactive risk control measures implemented at Konomi Kindergarten include:

- Access points to the Service are limited and are properly secured at all times.(entrance with security code, the code to be changed over the year)
- A security (entrance) system is installed.
- The identification of all non- regular persons wishing to enter the service is checked before access is provided (for example, via a photo ID).
- Keys are issued on a strict needs only basis, and recovered when an employee leaves the Service.
- **A register of key holders is maintained by management and audited at least quarterly.**
- **Two signatures are required when a key is to be replaced or another sought.**
- Banking days and times are varied.
- Television, DVD and/or computer equipment cannot be seen from outside the building.
- Employees open and close in pairs.
- The internal and external areas of the Service are well lit at all times when persons are present.
- Wherever possible, external doors are locked.
- Employees are encouraged to be alert for suspicious persons, motor vehicles, incidents within or outside the premises.
- The workplace is kept clear of potential weapons.

In relation to *gas leaks*, proactive risk control measures implemented at the Service include:

- Minimum gas quantities are stored. (a bottle only for BBQ in the basement)
- Gas bottles/containers are stored, maintained, operated and removed as per the supplier's instructions.

In relation to *fire*, proactive risk control measures implemented at the Service include:

- Exhaust fans are regularly cleaned to prevent residue build-up.
- Waste is appropriately stored and regularly removed.
- Smoke detectors and firefighting equipment are installed and maintained according to the manufacturer's instructions, and Australian Standards.
- Appliances are checked for faults (for example, frayed cords) before use.
- The use of extension cords, double adaptors etc. is discouraged.
- The clothes dryer's lint filter is cleaned after every use.

In relation to *snakes, spiders, insect bites, stings etc.*, proactive risk control measures implemented at the Service include:

- The outdoor play areas are checked daily for nests, webs, holes, hives etc.(see safety checks)
- The children are regularly reminded to alert educators/staff if they find a snake, spider etc. and to not provoke or attempt to touch any animals/insects/spiders that they do observe.
- Waste disposal areas are kept clean.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

Education and Care Services National Law Act 2010
 Education and Care Services National Regulations 2011
 Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: May 2014

Date for next review: May 2015