



# Evacuation Policy

## Covers

- Preparation for an Evacuation Procedure
- Practicing an Evacuation Procedure
- Implementation of an Evacuation Procedure

## Intention

Nurturing Family Day Care Scheme acknowledges and adheres to the need for all individuals, especially children to be protected and safe. All personnel associated with the scheme maintain their duty of care, ensuring that even during times of emergency, the well-being of all is maintained.

## Overview

This policy, and all policies and procedures that are associated with the Evacuation Policy, are implemented at all registered residences and approved venues by all educators, staff and visitors who are allied with the scheme.

This comprises of -

- The requirements of a family day care educator to prepare for an emergency or evacuation.
- The requirements of a family day care educator to practice for an emergency or evacuation.
- What to do in the case of an emergency or evacuation in the registered residence or approved or while in the community.

The approved provider will ensure -

- That family day care educators are aware of a broad range of potential emergency events and practice evacuations of these situations each month as designated by the scheme. Emergency events include –
  - A missing child in the registered residence or approved venue
  - Damage to the registered residence or approved venue
  - Natural disaster (flooding, fire, cyclone, etc.) effecting the registered residence or approved venue
  - An intruder or violent visitor to the registered residence or approved venue
  - Natural disaster (flooding, fire, cyclone, etc.) effecting the community
  - Bomb threat in the community



- That all parent/s or guardian/s of an enrolled child have completed a regular excursion form indicating where an evacuation of the registered residence or approved venue will occur, the route taken (on evacuation map) and the risk assessment and management of the evacuation area if outside the registered residence (unless able to do safely within the registered area).
- That emergency evacuations occur monthly and covers a broad range of emergency events, including but not limited to those listed above.
- That all family day care educators have been trained during orientation about emergency situations and evacuations, how to prepare a risk assessment and management for leaving their individual premises, how to follow the step by step instructions, which are displayed at each registered residence or approved venue, the importance of detailed and correct (QFES template) evacuation maps at all the listed exit points on those maps, how to complete the documentation surrounding the evacuation preparations and how to proceed during an emergency evacuation.
- At this time family day care educators with Nurturing Family Day Care Schemes are not to operate in multi-storey buildings with other owners (apartment) or use the second story of multiple level dwellings.

## Preparation for an Evacuation Procedure

The approved provider requires that all registered residences and approved venues prepare for an emergency situation each month, as well as ensuring that the education and care setting has the required displays to assist all individuals who may be present during an evacuation. This is implemented by ensuring that –

- All registered residences or approved venues have displayed in a manner that is easily seen by those entering the education and care setting, a floor plan of the premise (using the QFES template) indicating the different routes to leave, a map at each exit of those routes indicated, and a display of step by step instructions on how to exit quickly and safely.
- On the map there is an indication as to where the fire extinguisher/blanket and the first aid kit is stored.
- All registered residences or approved venues are to display the emergency services contact phone numbers that are provided by Nurturing Family Day Care Scheme. These numbers are to be accessible while on an excursion.
- If the Assembly Area is outside the registered residence or approved venue, the regular excursion documentation will be completed upon the child enrolling with the registered residence or approved venue, indicating that parent/s or guardian/s are aware of where the assembly area/evacuation point is, the route taken by the individuals participating in the evacuation (on the evacuation map) and the risk assessment and management required while being outside of the registered residence or approved venue.
- All registered residences or approved venues will receive prior notification from the approved provider as to what type of emergency is to be practiced and will have access to the evacuation reflection document, in order for them to be prepared for performing an evacuation.

## Practicing an Evacuation Procedure



The approved provider requires that all registered residences and approved venues participate in a monthly evacuation with all individuals that are at the education and care setting at the time of the proposed emergency. It is important that family day care educators are aware of the hazard and disaster management arrangements in their community, that this is openly discussed with those that may be affected and that a step by step plan is in place for an evacuation. This is implemented by ensuring that -

- All registered residences or approved venues perform the scheme required evacuation each month, complete the required reflection, and forward the documentation by the end of that month.
- The evacuations will be performed on different days of the weeks and at different times to ensure that all children have the opportunity to participate in the preparations of an emergency.
- That new enrolled children are included in an evacuation practice as soon as possible.
- The reflection includes who was involved, the date and time of the proposed emergency, the circumstances surrounding the emergency (what is happening, where is the emergency and how is it effecting the registered residence or approved), the results of the practice evacuation (what may need to be changed in the future, any positive information gathered, how did the individuals involved work as a group) and how families, approved provider and emergency services would have been notified if the emergency situation was occurring, as well as how families will be informed of the practice of an evacuation.
- That all required items as listed on the Regular Excursion form, including that of a mobile phone (with battery life) and first aid kit, are easily attainable.
- Children are educated in an age-appropriate manner about what has happened, why emergency evacuations are performed and how they can assist during these events, as well as how play and learning about safety can be embedded into the daily routine.

## Implantation of an Evacuation Procedure

The approved provider recognises that emergency situations do occur at times, and through the continued and required preventive efforts of all registered residences and approved venues, these events can be managed in a manner that ensures the safety and well-being of all. This occurs by-

- During an emergency situation, information and advice from the local police, the Department of Human Services Emergency Management Team, or relevant authorities is shared to all family day care educators in numerous mediums to ensure that all personnel have been contacted and are in a safe and secure situation.
- Keeping families up to date with the situation if there is a possibility of an evacuation occurring while education and care is happening.
- If an evacuation is required at the registered residence or approved venue –
  - Remain calm.
  - Immediately stop all activities.
  - Assist all individuals to follow the step-by-step instructions as listed for the registered residence or approved venue.
  - Ensure that all required items as listed on the excursion form and the device provided by the scheme are ready for transport.
  - Determine the best possible exit if required to leave, or the best room to stay inside.
  - Ensure that all individuals that were at the premise exit as a group, or are situated inside together, closing all doors and windows where able (using the head count option to ensure attended children are accounted for).
  - Contact any required emergency services as soon as able.



- Continue to remain calm and ensure that the other individuals in the group are calm as well.
- At all times ensure that all individuals are safe, are not placed in unnecessary risk and remain together.
- If an evacuation occurs while in the community –
  - Remain calm.
  - Immediately stop all activities.
  - Gather all individuals together.
  - Ensure that all required items as listed on the excursion form are ready for transport.
  - Determine the best possible exit if required to leave, or the best place to stay if it is safe to do so.
  - Ensure that all individuals are together (using the head count option to ensure attended children are accounted for).
  - Contact any required emergency services as soon as able.
  - Continue to remain calm and ensure that the other individuals in the group are calm as well.
  - At all times ensure that all individuals are safe, are not placed in unnecessary risk and remain together.
- Notify and update all relevant parties (families, approved provider) once it has been determined safe to do so.
- Ensure all relevant documentation is completed in the notifiable time if an incident, injury, illness or trauma, or a serious incident occurs.
- Provide counselling, or recommendations for counselling in the community for individuals that may have been affected by the emergency event.

## Sources

### Education and Care Services National Law and National Regulations 2011 (Updated October 2023)

- Section 3, Objectives and guiding principles.
- Section 165, Offence to inadequately supervise children.
- Section 167, Offence relating to protection of children from harm and hazards.
- Section 174, Offence to fail to notify certain information to Regulatory Authority.
- Reg 12, Meaning of a Serious Incident
- Reg 85, Incident, injury, trauma and illness policies and procedures.
- Reg 86, Notification to parents of incident, injury, trauma and illness.
- Reg 87, Incident, injury, trauma and illness record.
- Reg 89, First Aid kits.
- Reg 97, Emergency and evacuation procedures.
- Reg 98, Telephone or other communication equipment.
- Reg 100, Risk assessment must be conducted before excursion.
- Reg 101, Conduct of risk assessment for excursion.
- Reg 102, Authorisation for excursions.
- Reg 136, First aid qualifications
- Reg 168, Education and care services must have policies and procedures.
- Reg 169, Additional policies and procedures for Family Day Care
- Reg 170, Policies and Procedures must be followed.
- Reg 171, Policies and Procedures to be kept available.
- Reg 172, Notification of change to policies and procedures.
- Reg 176, Time to notify certain information to Regulatory Authority.



- Reg 177, Prescribed enrolment and other documents to be kept by approved provider.
- Reg 178, Prescribed enrolment and other documents to be kept by family day care educator.

#### National Quality Standard (Updated February 2018)

- 2.1.2, Effective illness and injury management and hygiene practices are promoted and implemented.
- 2.2, Each child is protected.
  - 2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
  - 2.2.2, Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
- 7.1, Governance supports the operation of a quality service.
  - 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.

#### Early Years Learning Framework

ACECQA

Kidsafe Qld

SES Qld

Queensland Government – Emergency Services and Safety

Queensland Fire and Emergency Services

Queensland Alert

#### Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: September 2017

March 2018

October 2018

October 2019

October 2020

October 2021

October 2022

October 2023

October 2024

Next review: October 2025