

Emergency and Evacuation Policy

1. Authorisation

This policy was adopted by **bestchance** management and supported by the **bestchance** Kindergarten Cluster Reference Group in August 2012.

2. Review

This policy will be reviewed as required.

3. Scope

This policy applies to the committee, staff, parents/carers, volunteers and students involved with the service.

4. Background and Relevant Legislation

Education and Care Services National Regulations 2011

Education and Care Services National Law Act 2010

National Quality Standards 2.3

5. Policy Statements

This service is committed to planning for and responding to fire and emergency evacuations

6. Procedures

6.1 procedures in relation to planning for an emergency

bestchance will:

- Provide an induction checklist to ensure all new staff are aware of the location of fire extinguishers and the evacuation procedures.

The Nominated Supervisor will:

- Display the evacuation plan prominently at the service
- Plan and implement regular evacuation practices. Keeping written records of these activities.
- Maintain an “evacuation pack” that is readily accessible
- Display emergency phone numbers near the telephone

The Committee will:

- Ensure that resources are available to provide sufficient fire extinguishers and fire blankets.

All Educators will:

- Participate in emergency evacuation practices
- Ensure that escape routes and assembly areas are kept clear of obstruction at all times

6.2 Procedures in the event of an emergency

All Staff will

- Follow the displayed evacuation procedure
- Ensure the safety and evacuation of all children and staff before trying to contain or extinguish a fire.
- If the fire is small and nearby it may be appropriate to extinguish it with the fire extinguisher using the PASS acronym
 - **P**ull the pin or release lock
 - **A**im low at the base of the fire
 - **S**queeze handle
 - **S**weep fire extinguishers from side to side at base of fire
- Once evacuation is complete and all staff and children are safe, contact **bestchance**

bestchance will:

- Manage all reporting requirements

7. Evaluation

bestchance will review this policy in consultation with educators, parents and the committee after any emergency or evacuation.