



# CHILDREN'S SERVICES Emergency Evacuation Policy

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## 1. Introduction

Children's Services are required to ensure the health and safety of all Educators, children, parents, students, contractors and visitors in the event of an emergency at any Council site or service.

## 2. Scope

This policy applies to all Children's Services operated by Coast Services Group Limited (a wholly owned subsidiary of CCCL) and our Employees. This applies to the Centre Based Day Care centre and Outside school hours care services.

## 3. Definitions

Emergency refers to all situations or events posing an imminent or severe risk to those present in an education and care service premises. This could include a fire, flood or situations that require a service to be locked down.

## 4. Policy

All Children's Services display emergency evacuation floor plans which are located at each exit of the services building and display procedures to be followed in the event of an emergency. Services will review risk assessments annually or as required.

Services must ensure that emergency and evacuation procedures are rehearsed every three months whilst operational, by the Nominated Supervisor and Educators for children being educated and cared for by the service. Every child who is in care is required to participate in practice drills. A notice is to be placed on the family information board for everyone to be aware this is occurring within the site.

## 5. Implementation and Procedures

All Children's Services Educators will:

- 5.1 Document all rehearsals, where appropriate real emergency and evacuation situations occur, they will be documented on relevant forms and reported to the relevant authorities.
- 5.2 Have access to an operating telephone or other similar means of communication such as a mobile phone that is charged and turned on to communicate immediately with emergency services or parents of children attending or to receive calls. This includes when children leave the premises, such as on an excursion.
- 5.2 In the event of an Emergency Evacuation please refer to our individual Service Procedures, Potential Risk Assessment and Plans.
- 5.2 In the Event of an Emergency Lockdown please refer to our individual Service Procedures, Potential Risk Assessment and Plans.

## **6. Fire equipment**

6.1 Nominated Supervisors must ensure that all extinguishers and fire blankets are tested every 6 months and documented evidence recorded.

### **Related Policy and Forms**

Emergency Drill Report