

# QA 2 – FIRE AND EMERGENCY EVACUATION PROCEDURE

## INFORMATION

We are committed to providing a safe environment in which children can play and explore their world free from harm. Emergencies and certain events can occur, and it is vital that staff and children are able to safely and efficiently respond and react to ensure, as far as possible, the safety of each person present.

Emergencies can include a fire, chemical spill, bomb scare, earthquake, gas leak, flood, extreme weather, and/or the need for a lockdown.

## RESPONSIBILITIES

All team members, visitors, students and volunteers must comply with this procedure.

## PROCEDURE

The Nominated Supervisors will ensure that:

- A risk assessment is conducted to identify potential emergencies relevant to the centre. From this risk assessment, a plan and map should be developed for how staff and children will respond to the emergency and where needed, evacuate the centre.
- All staff are aware of their roles and responsibilities during an emergency. Page 8 of [“Managing Emergency Situations in Education and Care Services”](#) is a useful tool for determining specific roles and responsibilities during an emergency – these should be documented as part of the emergency and evacuation plan.
- Emergency and evacuation plans and maps are clear, site-specific, and displayed in a prominent location at each exit.
- They seek advice from the local fire station and/or emergency services about their evacuation plan and emergency exits.
- Emergency and evacuation plans are rehearsed every 3 months. If there is more than one plan, each plan will be rehearsed every 3 months. For example, if there is an evacuation plan, and a lockdown plan, each of these will be rehearsed every 3 months.
- Rehearsals include different scenarios (e.g.: fire, lockdown), and are conducted on different days, and at different times throughout the year to ensure a wide range of children and staff participate in a rehearsal.
- Rehearsals are documented, including who participated, evaluated and filed appropriately.
- If the evaluation highlights a need for changes to be made to plans or maps, that these changes are made within one week of the evaluation. These changes will be communicated to all stakeholders.
- An “Emergency Pack” is readily available and appropriately stocked. This pack will be reviewed regularly and re-stocked/updated as needed, and will include items such as:
  - A fully stocked first aid kit
  - A site plan, and the emergency evacuation map
  - Asthma inhalers, Epi-pens, and any other emergency medication required by children and staff

- Bottled water and plastic cups
- Easily transportable snack (e.g.: rice crackers, dried fruit)
- Spare nappies, gloves, wipes, plastic bags, tissues
- Sunscreen
- Fully charged, working mobile phone
- A current “Emergency contact list” for children and staff
- Fire extinguishers and equipment are inspected by a recognised authority every 6 months.
- All team members participate in annual fire extinguisher training.
- New team members, students, and volunteers are provided with information regarding emergency and evacuation plans during orientation.
- Visitors are shown the emergency exits and the location of the emergency and evacuation plans and maps.
- An emergency folder is maintained onsite that includes:
  - Emergency and evacuation plans
  - Emergency drill evaluation forms
  - The current Occupier Statement
  - Fire extinguisher training records
  - Records of maintenance of emergency equipment
  - Building approval documents

**ACKNOWLEDGEMENTS, REFERENCES AND RESOURCES**

ACECQA (2018). *Guide to the National Quality Framework*. Retrieved 10 June, 2019 from <http://files.acecqa.gov.au/files/NQF/Guide-to-the-NQF.pdf>

Children’s Services Central. (2012). *Managing Emergency Situations in Education and Care Services*. Retrieved 11 June, 2019 from <https://www.echr.edu.au/docs/default-source/resources/ipsp/managingn-emergency-situations-in-education-and-care-services.pdf?sfvrsn=8>

Queensland Fire and Emergency Services. (2019). *Forms and templates*. Available here: <https://www.qfes.qld.gov.au/buildingsafety/Pages/Forms-and-Templates.aspx>

**DOCUMENT CONTROL**

Date Reviewed	Modifications
June 2019	Created new policy document and format.
31 <sup>st</sup> January 2022	No changes made