

EMERGENCY MANAGEMENT POLICY

Policy Domain	WORKPLACE HEALTH AND SAFETY
Document type	POLICY
Applicable to	CATHOLIC EARLY EDCARE
Approved by	DIRECTOR, CATHOLIC EARLY EDCARE

POLICY STATEMENT

We are committed to ensuring the safety, health and wellbeing of children attending our services by identifying the risks and hazards of emergency and evacuation situations. Children, educators and staff regularly rehearse emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation.

BACKGROUND

The Education and Care Services National Regulations require policies and procedures in place for emergency and evacuation to minimise risk of harm to children.

LEGISLATIVE REQUIREMENTS

<u>Education and Care Services National Regulations</u>	
Section 167	Offence relating to protection of children from harm and hazards
Reg 97	Emergency and evacuation procedures
Reg 98	Telephone or other communication equipment
Reg 99	Children leaving the education and care service premises
Reg 168	Education and care services must have policies and procedures
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures

<u>Work Health and Safety Act 2011</u>
<u>Work Health and Safety Regulations 2011</u>
<u>Work Health and Safety - Codes of Practice</u>
<u>Queensland Building Fire Safety Regulations 2008</u>
<u>Queensland Fire and Emergency Services Act</u>

<u>National Quality Standard</u>		
Quality Area 2	Children's health and safety	
Standard 2.2	Safety	Each child is protected.
Element 2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities,

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		practised and implemented.
Quality Area 3	Physical environment	
Standard 3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
Element 3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
Quality Area 4	Staffing arrangements	
Standard 4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
Quality Area 7	Governance and Leadership	
Standard 7.1	Governance	Governance supports the operation of a quality service.
Element 7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

PRINCIPLES

- We provide Educators and staff with training and development focusing on emergency and evacuation policy and procedures, including conducting and documenting evacuation rehearsals in accordance with regulatory requirements.
- We prioritise good governance and quality management, and support all staff with policies, procedures, and guidelines clearly outlining their roles and responsibilities to minimise the risk of harm and hazard to children during the management of emergencies.
- We support our services to develop and customise site-specific risk assessments ([Reg 97\(2\)](#))
- While developing and implementing safe and effective emergency and evacuation plans ([Reg 97\(4\)](#)) we acknowledge each service's unique circumstances to ensure a safe and effective environment for children. We consider the risk to children evacuating via stairs at the same time as others, if significant heights are involved, and if non-ambulant children are present.
- We partner with families of children with diagnosed medical conditions to develop a Risk Minimisation Plan for their child prior to commencing at the service or as soon as we are advised that a child has a diagnosed medical condition to ensure all children's medical needs are considered during emergency situations.
- We believe the safety, health and wellbeing of children is a paramount consideration. Therefore we conduct regular rehearsals and reviews of our emergency and evacuation procedures.
- We ensure our educational program promotes opportunities for children to learn and develop. Key skills such as gross motor, coordination and language can be practiced during evacuation rehearsals.
- We regularly communicate with families about emergency and evacuation procedures and drills.
- We ensure we meet all legislative requirements and obligations under the Education and Care Services National Law and National Regulation in regard to emergency and evacuation procedures.
- We embrace the learnings from Catholic Social Teachings and support families in kind and respectful ways when resolving understandings and compliance with our policies and procedures.

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KEY TERMS

Term	Meaning	Source
ACECQA	Australian Children’s Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	ACECQA
Approved Provider	Approved Provider is a person who holds a provider approval. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.	Childcare provider handbook
Australian Standards	Australian Standards are documents that set out specifications, procedures and guidelines that aim to ensure products, services, and systems are safe, consistent, and reliable.	Emergency and Evacuation Policy Guidelines
Crisis	An event which causes disruption to the organisation, creates significant danger or risk and which creates a situation where workers, children and other feel unsafe, vulnerable and under stress.	
Direct Egress	‘Direct egress’ means the ability to move and directly exit to an assembly area that is at the same level as the education and care service and is outside the service premises and away from the building. This does not include travelling through sets of stairs (including fire isolated stairwells), busy occupied areas, traffic or other hazards, or obstructions. For example, a centre-based service, family day care residence or venue is located on the second storey of a multi-storey building. The building is on sloping land which means that the service, residence or venue has direct access to the outdoors at ground level (without the need to travel up or down any stairs) which leads to the assembly area(s) outside the education and care premises and building.	Guide to the NQF
Educator	Educator means an individual who provides education and care for children as part of an education and care service.	
Emergency	An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down.	
Emergency drill/ rehearsal	A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response.	Emergency and Evacuation Policy Guidelines
Emergency services	Includes ambulance, fire brigade, police and state emergency services.	Australian Government
Evacuation floor plan	An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults.	Managing Situations in Education and Care Services
Evacuation route	Continuous path of travel (including exits, public corridors and the like) from any part of a building to a safe place .	Building Fire Safety Regulation 2008 Queensland

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Fire safety adviser	May co-ordinate fire safety management plans, fire and evacuation plans, procedures, review and practice, and give or arrange instruction to staff on evacuation and the operation of firefighting equipment.	Emergency and Evacuation Policy Guidelines
Harm	Physical or mental injury; hurt.	
Hazard	An unavoidable danger or risk, even though often foreseeable.	
Lockdown	A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved.	
Lock in	A security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved.	
Lock out	A security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved.	
Multi-storey building	A building with more than two storeys, including the ground floor. Each level of a split level storey (or a mezzanine), is counted as one storey. For these purposes, the ground floor is the first storey, the first floor is the second storey, and so forth..	Queensland Government
Nominated Supervisor	A person who is nominated by the approved provider of the service to be a nominated supervisor of that service and, unless the individual is the approved provider, has provided written consent to that nomination	Guide to the NQF
Officer of the PCBU	Officers of the PCBU are the people who have significant control over the business or who can contribute substantially to the decision-making process. This includes the directors, the executive committee and most likely the managers who exercise substantial control over part of the PCBU. An Officer of the PCBU must exercise due diligence to ensure that the PCBU complies with their duties under the WHS legislation.	Health & Safety Handbook
PCBU	A PCBU is a person, corporation, partnership or association that conducts a business or undertaking. The business or undertaking can either be for profit or not-for-profit, and may be conducted by a single person or multiple people .The PCBU for Catholic Early EdCare is The Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane.	
Risk	Exposure to the chance of injury or loss; a hazard or dangerous chance.	Emergency and Evacuation Policy Guidelines
Risk assessment	A systematic process of evaluating the potential likelihood and consequences of risks that may be involved in a projected activity or undertaking.	
Responsible Person	An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be: <ul style="list-style-type: none"> ▪ the approved provider or a person with management or control of the service; ▪ a nominated supervisor of the service; or ▪ a person placed in day-to-day charge of the service in accordance with the National Regulations 	Guide to the NQF

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Staff Member	Any individual (other than a nominated supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service	
Worker	A worker is a person who carries out work in any capacity for a person conducting a business or undertaking. This includes work as an employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned to work in the person's business or undertaking, an apprentice, student or volunteer.	Safe Work Australia
Workplace	A workplace is a location where work related activities are carried out for a business or undertaking and include any place where a worker goes, or is likely to be, whilst at work.	

LINKS TO OTHER POLICIES / DOCUMENTS

- [CEEC HS PRO Emergency Management Procedure](#)
- [CEEC HS PRO Crisis Management Procedure](#)
- [CEEC CH POL Providing a Child Safe Environment Policy](#)
- [CEEC HS POL Incident, Injury, Trauma and Illness Policy](#)
- [CEEC HS PRO Incident, Injury, Trauma and Illness Procedure](#)
- [CEEC HS POL First Aid Policy](#)
- [CEEC HS FORM Bomb Threat Checklist](#)
- [CEEC HS FORM WHS Monthly Checklist](#)
- [CEEC HS FORM Emergency Incident Report](#)
- [CEEC HS GUIDE Emergency Plan](#)
- [CEEC HS GUIDE General Evacuation Response Guidelines](#)
- [CEEC HS FORM Lockdown Response Guidelines](#)
- [CEEC HS FORM Names for Display](#)
- [CEEC HS FORM Emergency Contact Numbers](#)
- [CEEC HS FORM Emergency Training Record](#)
- [Queensland Government – Incident and emergency management](#)
- [Queensland Government – Guidance for approved providers: early childhood education and care services operating in multi-storey buildings](#)
- [Queensland Government – Emergency and evacuation policies and procedures under the National Law](#)
- [Queensland Government – Display of emergency and evacuation floor plan and instructions](#)
- [Birdie's Tree Growing together through natural disasters](#)

INDUCTION AND ONGOING TRAINING

This policy will be available on the Archdiocesan Intranet (AI) and the Catholic Early EdCare website. Service Leaders and Managers are responsible for ensuring staff are able to access policies and supporting documents. All staff are responsible for understanding and complying with this policy. Educators and families are able to access this policy on the Catholic Early EdCare website.

- Educators and families will be invited to participate in the review of this policy.
- Families will be able to access a copy of this policy during the enrolment process.
- Summary information will be included in the CEEC information handbooks
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for educators will be provided using a range of learning platforms.

Please contact the Policy Sponsor for further interpretation of this policy.

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MONITORING, EVALUATION AND REVIEW

Monitoring of compliance with this policy and the related procedure will be completed by the Governance and Performance team.

The review process for this policy will begin eight (8) weeks prior to the stated review date and include a consultation period with families, educators, Catholic Early EdCare team and any other relevant stakeholders and will be facilitated by the Research and Policy Officer.

Communication about any changes in or review of the policy, procedure or related supporting documents will be provided to Catholic Early EdCare team, Service Leaders, educators and families once finalised.

Breaches of this policy will be dealt with under Centacare’s misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

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