

## 2.3 EMERGENCY AND EVACUATION

### In relation to approved family day care residences or venues:

#### Policy

Through regular safety checks and a series of emergency scenario rehearsals, Mackay Family Day Care Scheme staff and educators will ensure that each educator's residence/venue is safe.

In an emergency, priority will be given to the safe evacuation of all children present in the family day care home.

#### Procedures

1. Each educator must maintain a risk assessment which has been conducted to identify potential emergencies relevant to the service.
2. A copy of the emergency and evacuation floor plan and instructions must be displayed in a prominent position at every exit.
3. Smoke detectors must be regularly checked and in good, working order.
4. Educators must ensure they have access to:
  - First aid kit,
  - Appropriately located fire extinguisher/s,
  - Fire blanket that is kept adjacent to the cooking facilities at the residence or venue,
  - Children's emergency contact details.
5. In accordance with Australian Standard AS 1851 – 2012, all fire blankets and fire extinguishers must be inspected at 6 monthly intervals by an accredited professional.
6. Every 3 months, as part of the educational program, educators must carry out a fire drill. This drill must be documented and sent in to the office by the due date.
7. Parents of children in care at the time an emergency drill is rehearsed should be notified that the rehearsal has taken place.
8. Every 3 months, the scheme will provide educators with a "scenario". Some scenarios will involve documenting what you would do in a given set of circumstances. Others will involve rehearsing a specific scenario with the children in care. Scenarios must be documented and sent in to the office by the due date.

## In relation to Mackay Family Day Care Scheme Office:

### Policy

The Scheme endeavours to ensure the safety of all staff and visitors to the scheme office.

### Procedures

1. A copy of the emergency and evacuation floor plan and instructions is displayed prominently at each exit.
2. Fire extinguishers, fire blankets and smoke alarms are serviced in accordance with AS 1851 - 2012 and are kept in good working order.
3. Staff must have easy access to a fully stocked first aid kit.
4. An evacuation drill must be carried out at least every 3 months and documented.
5. In the event of a fire or other emergency requiring evacuation:
  - Raise the alarm,
  - Call 000,
  - Ensure everyone in the building is evacuated to the appropriate assembly point.
  - The Health and Safety Officer is responsible for collecting the staff sign in/out book.
  - The playgroup co-ordinator is responsible for collecting the playgroup sign in/out sheet (if the emergency requiring evacuation occurs on a day playgroup is operating).
  - Conduct a Roll Call.

| Date Implemented | Review Date                                    | Date Updated            | Source   |
|------------------|--|-------------------------|--|
| 2017 April       | 2018 October<br>2019 November<br>2021 February | 2018 May<br>2019 August | <ul style="list-style-type: none"><li>• Education and Care Services National Regulations 2011</li><li>• Education and Care Services National Law Act 2010</li><li>• Kidsafe Family Day Care Safety Guidelines 6<sup>th</sup> Edition Aug. 2014</li></ul> |