



Title	Emergency Management Policy & Procedure
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Date of Next Review	April 2018
Approved By	General Manager
Owner	General Manager
Version	3
Purpose or Reason	Education and Care Services National Regulations 2011
Source or Reference Material	<ul style="list-style-type: none"> • Health Act 1958 (Victoria) • Education and Care Services National Regulations 2011 • Staying Healthy in Child Care, NHMRC 2005

VERSION CONTROL

Version No.	Date	Comment	Author
1	May 2006	Developed to ensure a clear process on how the service provides a safe and secure environment regarding emergencies	Manager
2	Nov 2014	Reviewed and reformatted by ACS CoM for consistency	ACS CoM
3	Sep 2016	Update Committee of Management to Board of Management and updated names of departments	General Manager

Policy

Scope

The Policy and Procedure applies to all Alpine Children's Services (ACS) staff, ACS Board of Management, Family Day Care Educators, parents/guardians, children, volunteers, students and contractors involved with the service.

Policy Statement

ACS is committed to providing a safe and secure environment for all staff, parents/guardians, children, volunteers, students and contractors involved with the service.

Objectives/Principles

ACS has a duty of care to take reasonable steps to prevent injury to children under their care. This duty can be seen to extend to taking reasonable steps to identify, assess and manage risks; and reasonable steps to plan, prepare, respond and recover in an emergency.

The Education and Care Services National Regulations requires ACS to have an emergency and evacuation policy and procedure which includes the following information:

- Risk assessment to identify the potential emergencies that are relevant to the service
- Instructions for what must be done in the event of an emergency
- Emergency and evacuation procedures and a floor plan

Procedure

Emergency Management Plan

Specific responses to emergencies are outlined in each service's Emergency Management Plan (EMP). The purpose of the EMPs is to provide a detailed plan of how the service will prepare and respond to emergency situations.

Copies of the EMPs are available in the office of each service and in the service's emergency backpacks. The EMPs have been developed in line with the template from the Victorian Department of Education and Training. The EMPs are reviewed by the General Manager and OHS Coordinators at least annually. Staff training on the EMP is held at least annually.

The General Manager or Team Leader is responsible for ensuring:

- Sufficient and appropriate equipment and resources are available for dealing with any emergency or critical incident likely to impact on any services managed by ACS;
- All equipment, including warning, alarm and communication systems, fire detectors and fire extinguishing equipment etc. Is maintained in accordance with the manufacturer's /installer's instructions and that maintenance records are retained;
- The service's security alarm system is appropriately maintained in line with the installer's instructions (where applicable);
- All emergency and exit signs are clearly visible;
- All persons, in, at or near the service are appropriately trained for their role in the event of an emergency or critical incident and that any records of training are retained;
- Employees working in remote areas are provided with a mobile telephone;
- Emergency and/or critical incident reporting, response and evacuation procedures or instructions are documented;
- Emergency procedures are prominently displayed, in relevant positions, throughout each service;
- An evacuation plan, that includes a clear diagram of the escape route(s) and assembly area(s) is prominently displayed in each room of each service;
- Emergency contact telephone numbers are saved in the telephone (if the facility is available) and/or notices that clearly outline emergency contact telephone numbers are displayed adjacent to all telephone outlets in the service;
- Access to firefighting equipment is maintained at all times and that the equipment is appropriately signposted;
- Ensuring that only qualified, accredited persons install, repair and/or maintain electrical equipment;
- Egress/escape routes and emergency exits are clear of obstructions at all times (that is, objects and/or vehicles are kept at least two (2) metres from any exit);
- The relevant government health and safety authority is notified in the event of a serious emergency or critical incident; and
- Counselling and debriefing services are made available for all those involved in an emergency/critical incident situation where required. (The level of debriefing and/or

counselling that may be required will vary according to the extent of the emergency and/or casualties and/or any difficulties experienced in implementing emergency procedures etc.).

The General Manager/Team Leader/OHS Coordinator is/are responsible for:

- Informing all those in, at or near each service of their role and responsibilities in the event of an emergency or critical incident;
- Scheduling un-announced practice sessions at least once per term. Staff to be notified at commencement of drill that it is a practice to avoid unnecessary panic or injury;
- Ensuring all employees recognize the alert and evacuation signals and know the relevant procedures, escape routes, and assembly area(s); and
- Supervising, recording, reviewing and evaluating (in conjunction with other members of the emergency/incident control group) each practice drill and implementing improvements to the procedures as required.