

ECEC Procedure 12.2

Emergency Evacuation Rehearsal

Controlled Document

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Policy attached to this procedure	ECEC Policy 12 – Emergency and Evacuation
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Emergency and evacuation situations in Early Childhood and School Aged Education and Care services may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Working in conjunction with the *Emergency Evacuation Policy*, *Lockdown Policy* and *Emergency Evacuation Procedure*, this procedure provides detailed steps for educators to follow when undertaking and planning emergency lockdown rehearsals. It also outlines records that must be kept when an emergency evacuation rehearsal has been performed.

Education and Care Services National Law or Regulations (S. 165A, 174. R. 4, 12, 97, 98, 99, 136, 168, 170, 171 and 175) NQS QA2 Element 2.2.1, 2.2.2 Children's Health and Safety QA7 Element 7.1.2 and 7.1.3 Governance and Leadership

Emergency and evacuation procedures

During an emergency evacuation or lockdown it is imperative to ensure the situation is controlled carefully with consideration to children, staff, families and visitors of the Service. Supporting children in an emergency requires vigilant preparation and a unified operation.

Preparing children for emergency situations provides them with the opportunity to help support and build on coping mechanisms and resilience. It can also be an opportunity for communities to connect and for children to experience the strength and compassion within the community.

The National Quality Standard, Element 2.2.2 – *'Incident and emergency management'* encourages education and care services to effectively manage incidents and emergencies and to plan for these in consultation with relevant authorities. These emergency plans should be practiced and reviewed every three months by the responsible person, all staff members, children, volunteers and visitors. As per recommendations we will schedule a week every three months, to practice emergency evacuation and lockdown procedures. By conducting emergency lockdown rehearsals each day (of that week), it provides opportunity for all staff and children to be involved. Emergency evacuation and lockdown rehearsals should be conducted for any potential emergency that may occur at the Service, such as a police operation nearby or severe weather event so that staff are prepared to respond and manage appropriately in the event of an emergency.

Authorisation for emergency evacuation rehearsals

Our Service conducts emergency evacuation rehearsals every 3 months that require children and staff to leave the Service premises and move to an external emergency assembly point.

Families will be informed of the purpose and importance of these regular emergency evacuation rehearsals upon enrolment and asked to provide authorisation for any emergency evacuation rehearsals that require children to move off Service premises to an external emergency assembly point.

Authorisation may not be required if the emergency evacuation assembly point is located on the Service or school premises.

Authorisation for children to participate in emergency evacuation rehearsals as a regular outing will be obtained during enrolment, and every 12 months at the start of the year. A risk assessment will be prepared and available at the Service, this risk assessment will be reviewed every 12 months or following any changes to the emergency evacuation rehearsal, such as changes to the location of emergency assembly point.

STEP 1: PLANNING EMERGENCY EVACUATION or LOCKDOWN REHEARSALS

1	The Approved Provider, Nominated Supervisor and educators will review the Service's <i>Emergency and Evacuation Policy</i> and <i>Lockdown Policy</i> regularly	
2	Nominated Supervisor/Responsible persons at the service will facilitate the emergency evacuation or lockdown rehearsals. It will be their responsibility to follow the procedures, evaluate and present potential improvements. This information can be shared to management and the approved provider when necessary or required.	
3	Schedule a week, every 3 months to practice emergency evacuations and lockdowns.	
4	By conducting emergency evacuations and lockdown rehearsals each day (of that week), it provides adequate opportunity for all staff and children to be involved	
5	Different types of emergency situations and lockdown responses will be rehearsed during the week. These may include: <ul style="list-style-type: none"> • intruder/Lockdown • building fire • bomb threat • bush fire • smoke • flooding • child/staff medical emergency (accident, anaphylaxis, asthma emergency) • incident involving a vehicle • snake or another dangerous animal • extreme heat • traumatic death/injury/grief • violence and/or aggression • gas/chemical leak 	

6	A service calendar can be used to plan and document the dates of future emergency evacuation rehearsals	
7	Advise families of the emergency evacuation or lockdown rehearsal	
8	Management and educators will consider risks inherent in the rehearsal of emergency and evacuations. If necessary, conduct risk assessments to identify and mitigate possible risks- (supervision, non-ambulant children, moving children from sleep, emergency equipment, multi-story buildings).	
9	Families will provide authorisation on the enrolment form for children to leave the Service premises (if required) during an emergency evacuation as part of a regular outing	
10	The approved provider/nominated supervisor will ensure a risk assessment is conducted for regular outings involving emergency evacuation rehearsals that require children to move to an external emergency assembly point	
11	The approved provider/nominated supervisor will ensure that the risk assessment for emergency evacuation rehearsals is reviewed every 12 months or following any changes to the emergency evacuation rehearsal, such as changes to the location of emergency assembly point	

STEP 2: PERFORMING AN EMERGENCY EVACUATION or LOCKDOWN REHEARSAL

1	Chief Warden (nominated supervisor or responsible person) starts the emergency rehearsal as per Emergency Evacuation Procedure or Lockdown Procedure	
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STEP 3: RECORD KEEPING DOCUMENTATION OF REHEARSAL

1	Documentation will be completed with the Chief Warden/ Nominated Supervisor/ Responsible Person to record and critically reflect upon the emergency response in collaboration with all stakeholders. This provides opportunities for continuous improvement in addition to compliance and identifies any required changes or improvements that need to be made before the next rehearsal.	
2	All emergency evacuation or lockdown rehearsals must be recorded and documented accurately. The record must include: <ul style="list-style-type: none"> • The date and time of the emergency evacuation or lockdown response • The time duration of the rehearsal (from when the alert was made until all children and staff have been accounted for in the assembly area) • Names of participating staff and volunteers • Names of participating children (the day's sign-in sheets are a good checklist) • All rooms must participate • An evaluation of the practice is to be documented and any resulting issues followed up 	
3	Provide opportunities for educators, staff, visitors, families and children to debrief about the rehearsal and provide support/clarification as required.	

4	Consult with relevant authorities and keep any evidence of that consultation. Consultation may assist the development of your policies, processes, procedures and plans and provide advice for improvement.	
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STEP 4: ADDITIONAL SUGGESTIONS

1	Consider induction and staff training in general emergency procedures and Work Health & Safety including training in use and maintenance of emergency equipment such as fire extinguishers, fire blankets, evacuation cots.	
2	Share Emergency Lockdown Rehearsals with families. Feedback from families is important for continual improvement in all rehearsals. Families may be interested in taking part in regular emergency rehearsals.	
3	Discuss the emergency rehearsal, its purpose and the children's involvement before you participate in the exercise, so the children are comfortable and feel supported.	
4	It is important that all educators are given the opportunity to conduct an emergency lockdown rehearsal to enhance their confidence in an emergency.	
5	Services operating in multi-storey buildings must include additional information in procedures that are site-specific for evacuations and assembly areas.	
6	Consider using sample scenarios to support emergency evacuation or lockdown rehearsals with staff for continuous improvement	
7	Consider inviting relevant authorities to attend the Service for a particular rehearsal of emergency and lockdown procedures.	
8	Document all emergency rehearsals and areas for improvement in your Service's practices	