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Emergency Evacuation

A Club For Kids is committed to the ongoing safety of all stakeholders at a children's service, including planning for and being prepared for emergency situations. The Emergency and Evacuation in Children's Services Policy ensures the safety of all persons at A Club For Kids in the case of an emergency. This ensures our obligations under the Education and Care National Act (2012) and Regulations (2012) are met, as well as National Quality Standard 2: Health and Safety and Occupational Health and Safety.

Emergency Preparedness

The Nominated Supervisor and/or the Person with Management or Control, will ensure that A Club For Kids Care Service meet their obligations under the National Quality Standards, National Regulations and National Act at all times. This includes;

- Implementation of the written A Club For Kids Emergency Plan
- ❖ These documents provide instructions for what must be done in the event of an emergency and evacuation, reflecting the unique environment of their service community and the Emergency Plan Procedure must be updated annually
- Ensure risk assessments are conducted to identify potential emergencies that are relevant to the service in accordance with Education and Care National Regulation 97
- ❖ NB: The A Club For Kids Emergency Plan ensures the following documented procedures are in place in case of an emergency;
 - Lockdown procedure (for example, in case of intruder)
 - Emergency Evacuation procedure
 - Incident and Investigation Protocol
 - Missing Child Procedure
 - Fire or Bushfire
 - Flood
 - Anaphylactic Shock
 - Any other emergency as identified by the service's risk assessment
- Communications of the Procedure, the service has ready access to an operating telephone or other similar means of communication at all times when educating or caring for children to enable immediate communication to and from parents and emergency services in accordance with regulation 98



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- As outlined in the A Club For Kids Emergency Plan, the service has an emergency evacuation plan that is understood, readily available and the Nominated Supervisor, and Certified Supervisors are familiar with enacting the plan should the need arise.

Evacuation Documentation

By implementing the A Club For Kids Emergency Procedure and Plan, all children's services will meet all legislated requirements required under the applicable State or National Law. This explicitly includes;

- The A Club For Kids Emergency Plan will be practiced, recorded and evaluated at a minimum of every three months (as per the National Regulation 168), inclusive of the nominated supervisor and educators, volunteers and children being educated and cared for by the service
- The emergency evacuation exercise is documented and evaluated each time an evacuation takes place using the evacuation exercise observer's checklist
- Copies of the emergency and evacuation floor plan and instructions are displayed prominently near each entry/exit of the premises
- In the case where the emergency evacuation area is outside the service's approved premises, written permission from the parents is required prior to conducting the mock evacuation and appropriate communication regarding the service practicing an emergency evacuation is provided to parents and guardians.

