

Emergency Management Policy

Policy Relevant to:	All staff, Educators & families
	Emergency & Evacuation Procedure Emergency Management Plan
Last Reviewed:	March 2020
Next Review:	March 2023
NQF:	168

The safety of each individual attending Adventure Patch services is paramount. To the best of the services ability, precautionary measures will be implemented to support the health, safety and wellbeing of those attending the service.

This policy aims to show the Adventure Patch Board and Management (PCBU), firm commitment to preparing and maintaining general emergency plans under WHS Regulations.

Adventure Patch is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre is paramount.

Under ACECQA regulations approved providers must ensure:

- policies and procedures are in place for dealing with emergencies and evacuations – the procedures must set out instructions for what must be done in the event of an emergency and an emergency and evacuation floor plan;
- a risk assessment is conducted to identify potential emergencies relevant to the service;
- a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the premises;
- ensure full awareness by all staff through the provision of training;
- for centre-based services: emergency and evacuation procedures are rehearsed every three months the service is operating – all children, family members and staff members present including the responsible person must participate at the time of the rehearsal;
- for family day care services: each family day care educator rehearses every three months the service is operating, with the children present on that day;
- Ideally the outcome of the rehearsal will be discussed with the children on completion;
- 'Emergency' refers to all situations or events posing an imminent or severe risk to those present at an education and care service premises. For example, an emergency could include a fire, flood or threat that requires a service to be locked down.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary changes will not occur until review date.

