

Emergency Management Plan Policy

Purpose

To ensure our Emergency Management Plan (EMP) is up to date and the appropriate and efficient practices are carried out in the event of an emergency.

Definitions

Emergency - A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

Evacuation Emergency: Is the implementation of existing of people out of a building at the same time to a safe meeting point. On-site Evacuation procedure is just to the gate in the children's outdoor environment. Off-site Evacuation procedure is to the external assembly points.

Lock down Emergency: Is the implementation of bringing children/adults inside when an external and immediate danger outside is identified and it is determined that the children/adults should be secure inside the building for their own safety.

Lock out Emergency: Is the implementation excluding children/adults from a certain area when an internal immediate danger is identified. Eg. Chemical spill

Drill: practising the implementation of the above emergencies

Incident controller

This is usually a person from the management team. In their absence it would be the senior educators/ person in charge of the centre at that time.

Procedures

The EMP is reviewed yearly at the start of the year.

During inductions staff are informed about EMP and are shown the location of the emergency equipment in each room

The EMP is discussed at staff meeting each year and feedback is invited.

The EMP is email to all educators and staff.

Through inductions all educators, staff, students and volunteers are informed of emergency procedures.

All Educators/Staff must read the EMP and be familiar with what actions may be required

When an excursion occurs educators must ensure they bring a copy of the EMP with them.

Within their own room curriculum, educators must practise the procedures in the EMP with the children.

The centre as a whole will practise Emergency Drills throughout the year

In the case of a dangerous or emergency situation the educator in charge of the centre at the time is the incident controller and they will follow the EMP

The incident controller will assess the situation and decide what the appropriate action to take.

All educators and staff involved in drills are required to fill in a feedback form.

The feedback forms are read and changes to improve procedures are considered.

The EMP is discussed at a committee meeting.

A copy of the EMP is located in the foyer

Related policies

- ❖ Enrolment & Admissions
- ❖ Dealing with Infectious Disease and Immunization
- ❖ Dealing with Illness and Emergency Care
- ❖ Anaphylaxis Management
- ❖ Asthma Management
- ❖ Administering 1st Aid
- ❖ Enrolment & Admissions
- ❖ Delivery and Collection of Children.

Source:

Department of Human Services, 2006, *Emergency Procedures – Practice Note*, State of Victoria, Melbourne.

www.education.vic.gov.au

www.cecqa.gov.au

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