

Emergency Management Plan Policy

(Regulation 97)

Purpose

Provide an up to date Emergency Management Plan (EMP) ensure 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 exiting 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. E.g. Chemical spill

Drill: practising the implementation of the above emergencies

Incident controller: 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, in the January each year.

The EMP is discussed at a committee meeting.

A copy of the EMP is located in the foyer and is available for Emergency Personal in the event of an emergency.

Training

Each staff member is provided with training of the EMP during inductions. The location and usage of the emergency equipment is provided during inductions.

Further education on the EMP is provided and discussed at the January staff meeting each year and feedback is invited. A copy of the EMP is emailed to all educators and staff for their ongoing review.

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

All educators, staff, students and volunteers are informed of emergency procedures when inducted on site.

Excursions

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

Emergency Management Procedure - Practice

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

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.

Event

In the event of an incident, the incident controller will assess the situation and decide what the appropriate action to take.

The incident controller will provide an 'All Clear' before the returning to normal activities.

Source:

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

www.education.vic.gov.au

www.acecqa.gov.au

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