



# EMERGENCY EVACUATION PROCEDURE FDC

## EYL-FDC-04-15-PROD

Procedure Number	EYL-FDC-04-15-PROD		
Business Division Owner	Education Youth and Leisure		
Document Owner	Executive Manager Education Youth and Leisure		
Document Hierarchy	Operational Procedure		
This version	Approved By	Date Approved	Date Effective
V3.0	Executive Manager Education Youth and Leisure	27/02/2024	27/02/2024
Document Due for Review: 27 Feb 2027			



## VERSION CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release	1/11/2012	EM SD
v2.0	Reviewed	1/09/2020	EM SD
V3.0	Part review Renamed Reformatted Items 21 and 22 removed because now covered in <i>Incident Injury Trauma and Illness Policy FDC EYL-FDC-04-18-PROD</i> . Risk Assessment heading added PEEP's added	Feb 2024	Feb 2024

**VERSION CONTROL ..... 2**

**1.0 PURPOSE ..... 4**

**2.0 SCOPE ..... 4**

**3.0 PRINCIPLES ..... 4**

**4.0 DEFINITIONS ..... 4**

**DFES ..... 4**

**5.0 EMERGENCY EVACUATION PRACTICE ..... 5**

**6.0 COMMUNICATION ..... 5**

**7.0 IN AN EMERGENCY ..... 5**

**8.0 LOCKDOWN ..... 7**

**9.0 AFTER THE EVENT ..... 8**

## 1.0 PURPOSE

This document sets out the procedure for emergency evacuations and training.

## 2.0 SCOPE

## 3.0 PRINCIPLES

## 4.0 DEFINITIONS

Term	Definition
DFES	.Department Fire and Emergency Services

--	--

## 5.0 EMERGENCY EVACUATION PRACTICE

Emergency evacuation procedures

- are to be rehearsed / practiced every 3 months as a minimum,
- should take place at various times of the day and week to ensure that everyone at the service has the opportunity to participate regularly,
- are to be logged recording the date time, and names of children and educators present.

in the case of a family day care service, the emergency and evacuation procedures are rehearsed every 3 months by each family day care educator and the children being educated and cared for by the family day care educator on that day; and

- the rehearsals of the emergency and evacuation procedures are documented.

•

## 6.0 COMMUNICATION

A copy of the Emergency evacuation practice record is to be sent to the Y WA Family Day Care Service in January, April, July, and October of each year.

The educator has access to an operating telephone to enable immediate communication to emergency services, families, and the service.

Emergency phone numbers will be kept within easy access for all situations that require ringing emergency services, Family Day Care service staff and parents.

The Y WA Employee Assistance Program is offered to staff, educators, families and children when dealing with the emotional and psychological impact of an emergency.

## 7.0 IN AN EMERGENCY

An evacuation procedure will be followed in the event of an emergency. The Family Day Care educator will:

- keep all children and persons calm during the evacuation,
- inform all persons in the residence and or venue to evacuate via the emergency exits identified on the evacuation plan,
- the Family Day Care educator or staff person will utilise any alternative evacuation exits to ensure all persons leave the premises in a safe manner if the Family Day Care premise's emergency exits are blocked,
- Call 000 or the local emergency service and give their name, and location of emergency (town street number and telephone number),
- Move all persons to the primary evacuation assembly area as indicated in the emergency plan and evacuation strategies. If the primary evacuation assembly area is affected by the emergency, or the emergency is a bomb threat, the Family Day Care educator will immediately identify and communicate alternative assembly area for people exiting the residence and or venue,
- Take the daily register (sign in and out book), parent contact file, and any other relevant documents/items (for example portable first aid kit) with them when evacuating,
- Check all persons who are registered at the residence and or venue at that time are in the evacuation assembly area,
- Inform the Family Day Care Service of the evacuation. The Family Day Care Service can inform the parents if the Family Day Care educator is unable to do so,
- Wait until the area has been declared safe by the appropriate **authorities** before allowing children or staff to re-enter the premises,
- Complete and submit an incident report form to the service.

The Family Day Care Service will

- Notify Children Services Management Team,

- Submit a 'Notification of a Serious Incident' form to the Regulatory Authority and Y WA Perth office within 24 hours, using the Incident report form received from the educator,
- Inform the parents if the educator is unable to do so.

## 8.0 LOCKDOWN

In the event of a 'lock down' situation where children and educators need to stay inside the residence/venue until they are notified otherwise by an appropriate authority, the following procedure will apply:

- all children will proceed to a designated area in the residence and or venue (as indicated in the emergency plan and evacuation strategies) and sit waiting for the residence to be deemed safe,
- educator, if safe, will lock all external doors,
- educator will maintain normal care giving approach and try to engage the children in normal routines. It may be appropriate to calmly read stories, sing songs or play games to engage children and ensure that their attention is averted away from the situation,
- the educator/staff member will contact relevant authorities and the Family Day Care Service. The Family Day Care Service will inform the parents if the educator is unable to do so,
- educators are to continue with 'Lock Down" procedure until they have been authorised to proceed with the Emergency Evacuation procedure.
  - The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises, including a family day care residence and approved family day care venue.

## 9.0 AFTER THE EVENT

Document the event in an Incident Report.

The Family Day Care Service will submit a 'Notification of a Serious Incident' form to the Regulatory Authority and Y WA Perth office within 24 hours, using the Incident Report Form received from the educator.