



Emergency Procedures/Evacuation Drills Policy

Vision Statement

Team Holiday is committed to ensuring that children and teens are cared for in unique, welcoming, stimulating and safe environments. This commitment is brought to life through programs filled with fun and age appropriate adventures, designed and led by teachers. Team Holiday's dedication to training and professional development builds our reputation as holiday program specialists who are the creators of childhood memories from a platform of FUN and service excellence!

Policy Rationale

Team Holiday aims to provide a safe environment for all children and educators. It is essential that in the event of an emergency, any potential risks to those present at the service, are minimised. The service has developed sound procedures for each site that will be implemented in the event of an emergency. Educators will implement organised evacuation procedures at any time a situation poses a significant threat to children or themselves. (R97)

Those services on the Bushfire At Risk Register (BARR) have a condition on their service approval, requiring a preemptive closure on days deemed to be CODE RED. This means that the Department of Education and Training require that these services do not operate on these days. Team Holiday will be informed on the previous day and will contact all families to ensure they are aware of the closure of the service. There will be no persons on site at the service on a CODE RED day, including educators or staff. This requirement may affect some excursions on these days also. Families will be informed as appropriate.

Procedures

- The service has a detailed Emergency Management Plan, developed according to the Department of Education and Training guidelines and a risk assessment of each site was conducted in the development of the Emergency Management Plan. Advice will be sought from relevant professionals such as the Country Fire Authority (CFA) as required.
- Educators will be made aware of emergency management procedures as part of their induction process. Educators will be expected to make themselves familiar with site specific Emergency Management Plans as part of their onsite induction and ongoing development.
- Co-ordinators of program on the BARR will be provided with further training and information on emergency management procedures to ensure the safety of children and educators at the service.
- Educators will familiarise themselves with their specific roles and responsibilities in the event of an emergency. These are outlined in the Emergency Management Plan; however, it is the responsibility of all educators to ensure all children are gathered and safe.

- The program Co-ordinator will notify the Team Holiday Head Office in the event of an emergency and additional resources will be sought as required.
- Emergency and evacuation floor plans will be prominently displayed at the service.
- Emergency procedures are spontaneously discussed each holiday program and rehearsed at least once every 3 months with educators and children to facilitate a calm and effective operation. The procedures will be consistent with that of the venues policy and rehearsal dates will be documented on the emergency evacuation sign displayed at each venue. The most recent documented record of these rehearsals will be available at the service at all times.
- The service will have relevant emergency telephone numbers clearly displayed.
- Fire extinguishers will be properly installed and maintained. The property owner is responsible for the maintenance of the fire extinguishers.
- If an emergency occurs an evaluation will follow to ensure all procedures were in place and were adequate for the occasion.
- In the event of an emergency, debriefing may be required for children and educators involved. This will be made available as required.
- Notification of the Regulatory Authority (Department of Education and Training) will occur as per the current legislation.

Camp Specific Requirements

When camps (overnight excursions) are in operation, there are additional supporting requirements in relation to emergency management procedures. These include the following:

- The emergency evacuation procedure for the camp site, will be practiced on the first day of camp operation. This practice will include participation by all Team Mates (staff), volunteers, children and other 3rd parties present. This practice will be documented, including details and reflection of the procedure practiced.
- Instructions for emergency evacuation procedures, including those for specific experiences, will be displayed at the main designated exits. These may be provided by the camp venue. If this is not available, Team Holiday will provide these instructions.
- A risk assessment will be prepared for the camp, to identify any potential hazards and emergencies.

References:

ACECQA National Quality Framework Resource Kit (2012)
 Quality Area 2 – Children’s health and safety
 Education and Care Services National Law Act (2010) S167
 Education and Care Services National Regulations (2011). R168 & 97

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