



Emergency Management and Evacuation Policy

Services must:

- conduct a risk assessment to identify all potential emergencies that could affect the service and use this to prepare emergency and evacuation procedures
- prepare an Emergency Management Plan that covers all potential risks, emergency response procedures, contact details for emergency services and service personnel, drills and training schedules
- have access to reliable communication equipment during emergencies (eg charged mobile phone) and prepare emergency communication plan to share relevant information with families
- have a prepared emergency evacuation kit stocked with all necessary items
- display evacuation diagrams and emergency telephone numbers
- rehearse all emergency evacuation procedures at least every three months, on different days/times each quarter.

Lockdown Policy

Examples of critical incidents requiring lockdown may include a siege of service property, aggressive

trespasses or a disaster in the local community. Policy contains lockdown procedures including:

- ringing 000 immediately if emergency services required
- notifying lockdown eg via alarm
- immediately moving people outside inside into their rooms, preferably under desks or out of sight, until all clear signal is given
- checking sign-in sheet to ensure everyone is present.

Bushfire or Grassfire Policy

Contains service procedures to prevent/minimise impact of bushfires/grassfires, closure due to bushfire/grassfire risk and detailed Fire Action Plan during:

- high, extreme and catastrophic fire ratings in local area
- a bushfire or grassfire in the local district
- a bushfire or grassfire threatening or impacting the service
- recovery after a bushfire or grassfire impacts the service.

Do you have any feedback or comments about this policy? Please include below.

Educator’s Name	Educator’s Signature

Week 27, 26 to 30 August 2024 – 2.2.2 Incident and Emergency Management