



Law & Regs

Regulation 97: Emergency and Evacuation Procedures

- Emergency and evacuation procedures must include:
 - Clear instructions on what to do in an emergency.
 - An emergency and evacuation floor plan.

- A risk assessment must be conducted to identify potential emergencies relevant to the service.
- The procedures must be rehearsed every 3 months by all staff, volunteers, and children present at the time. These rehearsals must be documented.
- A copy of the floor plan and instructions must be displayed near each exit.

Regulation 98: Communication Equipment

- The service must have access to a working telephone or similar communication device for immediate contact with parents and emergency services.

Regulation 168: Policies and Procedures

- Services must have policies and procedures for emergency and evacuation, as detailed in Regulation 97.

Penalties apply for non-compliance from \$1100 to \$2200.

There are **things** that you need to do with your service and educators.

- (1) Review the points from the Law and make yourself familiar with them. Conduct the compliance test with your educators to check their knowledge.
- (2) Add to your folder the daily planner so you can document and show the assessor how you are working with educators. Use documents provided in this section.
- (3) Guide your educators to ensure they are at the meeting level, use the examples in the educators' section and the checklist to help you know exactly what is required.
- (4) Explore the exceeding themes with the examples in the educators' section and your section for critical reflection and families and communities.
- (5) Work with your Nominated Supervisor and edit the QIP (SAT for NSW) template provided by Centre Support to ensure it is reflecting your service's practices.



Compliance test for educators

Instructions: Nominated Supervisor is to conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Courtney is a new room/group leader. She suggests copying the emergency risk assessment from her previous centre. Is this a good idea?		
Miss Chelsea asks whether emergency evacuation plans need to be displayed, and if so where abouts? Please respond.		
Mr Mo says the risk assessment identifies 15 potential emergency situations. Does this mean they need to rehearse 15 different emergency procedures? Please respond.		
Approved Provider Pippa says she's familiar with all emergency responses and is too busy to participate in emergency rehearsals if they happen to occur when she's there. What would you say to her?		

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

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2.2.2

Incident and emergency management

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.



Week 27
26.8.2024

Section 8. Role of the Educational Leader (Educational Leader)
Detailed guidelines for the Educational Leader.

Educational Leader weekly sheet

Date	Educational Leader activity	With whom?	Comments	Follow up
Monday 26.8.24	Discussed storm readiness and potential learning.	Educators and families	Shared tips for stormy weather safety	Follow up using 2.2.2 Incident and Emergency Management: Include storm safety in parent newsletter
Monday 26.8.24				
Tuesday 27.8.24				
Wednesday 28.8.24				
Thursday 29.8.24				
Friday 30.8.24				

General thoughts or ideas

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Compliance test for educators ANSWERS for this week.

Instructions: Nominated Supervisor is to conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Courtney is a new room/group leader. She suggests copying the emergency risk assessment from her previous centre. Is this a good idea?	No. Each while some potential emergencies may be the same, each centre will face its own unique potential emergencies due to location, environment, mix of children, medical requirements etc. Reg 97(2) says potential emergencies relevant for each service must be identified in the risk assessment.	
Miss Chelsea asks whether emergency evacuation plans need to be displayed, and if so whereabouts? Please respond.	Yes – Reg 97 says emergency evacuation floor plans/diagrams must be clearly displayed near each exit.	
Mr Mo says the risk assessment identifies 15 potential emergency situations. Does this mean they need to rehearse 15 different emergency procedures? Please respond.	If the identified potential emergency and/or evacuation procedures are the same, emergency rehearsals of this procedure can cover all potential scenarios. Rehearsal records should note all the identified scenarios that the rehearsal covered (eg evacuation for gas leak same as for an internal fire). Other identified emergency and evacuation procedures, where the procedure is different, must be rehearsed separately.	
Approved Provider Pippa says she's familiar with all emergency responses and is too busy to participate in emergency rehearsals if they happen to occur when she's there. What would you say to her?	She may breach Reg 97 if she doesn't participate. The Reg says all staff members, volunteers, children and the responsible person present must participate. Also as a leader she should be modelling compliance with the Law and best practice, and showing she takes emergency responses seriously.	

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