



---

## Emergency & Evacuation Policy

---

### 1. INTRODUCTION

Life Skills & Adventures is committed to the ongoing safety of all stakeholders at a camping program, including planning for and being prepared for emergency situations. The Emergency and Evacuation Policy ensures the safety of all persons at an LSA Camp in the case of an emergency. This ensures our obligations under the Education and Care National Act (2010) and Regulations (2011) are met, as well as National Quality Standard 2: Health and Safety and Occupational Health and Safety Act 2004.

### 2. POLICY

The following policy objectives will be achieved through implementation of Life Skills & Adventures developing and implementing an Emergency Plan, which is developed in accordance with Australian Standard 3745-2009 Planning for Emergencies in Facilities and meets the requirements of the DEECD Emergency Response Manual.

#### Emergency Preparedness

The designated team leader and/or Person with Management or Control, will ensure that Life Skills & Adventures camps meet their obligations under the National Quality Standards, National Regulations and National Act at all times. This includes;

- Implementation of the Emergency Plan
- Ensuring risk assessments are conducted to identify potential emergencies that are relevant to the service in accordance with Education and Care National Regulation 97
- NB: The Life Skills & Adventures Emergency Plan ensures the following documented procedures are in place in case of an emergency;
  - Emergency Evacuation procedure
  - Incident and Investigation Protocol
  - Missing & Unaccounted Child Procedure
  - Anaphylactic Shock
  - Any other emergency as identified by the camp's risk assessment
- As outlined in the LSA Emergency Plan, the camp has ready access to an operating telephone or other similar means of communication at all times when caring for children to enable immediate communication to and from parents and emergency services in accordance with regulation 98
- As outlined in the Emergency Plan, the camp has an emergency evacuation plan that is understood, readily available and the Nominated Supervisor, and Certified Supervisors are familiar with enacting the plan should the need arise.

## Evacuation Documentation

By implementing the Life Skills & Adventures Emergency Plan, all children’s camps will meet all legislated requirements required under the applicable State or National Law. This explicitly includes;

- The LSA Emergency Plan will be practiced, recorded and evaluated at a minimum of every three months (as per the National Regulation 168), inclusive of the nominated supervisor and staff members, volunteers and children being educated and cared for by the service
- The emergency evacuation exercise is documented and evaluated each time an evacuation takes place using the evacuation exercise observers checklist
- Copies of the emergency and evacuation floor plan and instructions are displayed prominently near each entry/exit of the premises
- In the case where the emergency evacuation area is outside the service’s approved premises, written permission from the parents is required prior to conducting the mock evacuation and appropriate communication regarding the service practicing an emergency evacuation is provided to parents and guardians.

### 3. DEFINITIONS

**Emergency Plan:** a written plan of action that facilitates an efficient and planned response to an emergency.

### 4. SCOPE

The scope of this policy applies to all approved Camp Programs undertaken by Life Skills & Adventures.

### 5. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.  Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.  Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy

## **6. MONITORING, EVALUATION AND REVIEW**

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.

## **7. SUPPORTING DOCUMENTS**

1. [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
2. [Education and Care Services National Law Act](#)
3. [DEECD Serious Incident Notification Form](#)
4. [DEECD Emergency Management Plan](#)