



Emergency and Evacuation Policy

Purpose of this policy

To ensure that those involved in the programs and activities of Hawthorn Early Years (the Service) are aware of emergency response procedures and are confident in implementing them.

Policy

The Service will ensure effective procedures are in place to identify the risks and hazards of emergency situations and to plan for, practice and manage these incidents effectively at the Service. Children and employees will regularly rehearse our emergency and evacuation procedures to maximize their safety and well-being in the event of a real emergency or event requiring evacuation.

Scope of Policy

This procedure applies to the approved provider (being the Service), the Board of the Service, persons with management and control (being the Centre Director and Centre Manager), nominated supervisors, employees, students, volunteers, families, children and others attending the programs and activities of the Service.

Application of policy

This policy applies to any emergency or evacuation at the Service.

Implementation of policy

This policy will be implemented through a comprehensive and ongoing employee training program and through the scheduling of emergency response drills in line with the Emergency Management Plan.

Procedures relating to this policy

1. Emergency and Evacuation Procedure
2. Emergency Management Plan