

7.1 Emergency Equipment and Facilities Policy

Personal safety and security of children, educators, volunteers and all persons on the premises, are of prime importance whilst in attendance at the service. The service therefore takes a proactive approach to managing emergencies, developing emergency procedures and equipping educators and children with sound knowledge of them.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011, Building Fire Safety Regulation 2008*
- *Family and Child Commission Act 2014*
- *National Quality Standard, Quality Area 2 – Children's health and safety*
- *Policies: 4.1 – General Health and Safety, 6.1 – Space and Facilities Requirements, 6.3 – Workplace Health and Safety, 7.2 – Drills and Evacuations, 7.4 – Fire Safety Compliance.*



Procedures

Smoke alarms are fitted in each room and the Coordinator (or a delegate) will ensure that maintenance of each prescribed fire safety installation for the building is carried out by an appropriately qualified person and is inspected and tested at intervals in compliance with QDC, part MP6.1 as per Building Fire Safety Regulation 2008.

Service management in conjunction with the Health and Safety Representative (see Policy 6.3 – Workplace Health and Safety) will be responsible to ensure that:

- *The alarm bell or warning system for an emergency is kept in good working order and tested regularly;*
- *At each exit of the indoor areas accessed by the service, doors can be easily opened, are clearly sign-posted, and that emergency and evacuation floor plans and instructions are prominently displayed near each of these exits; and*
- *Fire extinguishers and fire blankets are properly installed, clearly sign posted and maintained at the premises and educators have basic training in their usage.*

The service calls upon the advice of the Queensland Emergency Services or other appropriate authority, for information on the appropriate measures required to comply with this policy.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	September 2021	October 2021
		October 2023	November 2023
		November 2025	November 2025