

8.0 Emergency and Evacuation Policy

Policy Rationale

Despite MakerDojo's best efforts to provide a safe environment for all children and staff members, incidents can happen. With that in mind, we have developed some procedures to be implemented in the event of an emergency.

Staff members will implement evacuation procedures at any time a situation poses a significant threat to children or themselves.

Procedures

MakerDojo uses venues that have detailed Emergency Management Plans, developed according to the Department of Education and Training guidelines and a risk assessment of each site was conducted in the development of the Emergency Management Plan.

Staff members will be made aware of emergency management procedures as part of their induction process. Staff members will be expected to make themselves familiar with site specific Emergency Management Plans, as well as their specific roles and responsibilities in the event of an emergency, as part of onsite induction.

The Master Sensei (Nominated Supervisor) or Dojo Sensei (Responsible Person) will notify a MakerDojo Director in the event of an emergency and additional resources will be sought as required.

Emergency and evacuation floor plans will be prominently displayed at the service.

The service will have relevant emergency telephone numbers clearly displayed.

Fire extinguishers will be properly installed and maintained. The property owner is responsible for the maintenance of the fire extinguishers.

If an emergency occurs an evaluation will follow to ensure all procedures were in place and were adequate for the occasion.

In the event of an emergency, debriefing may be required for children and staff members involved. This will be made available as required.

Notification of the Regulatory Authority (Department of Education and Training) will occur as per the current legislation.

References

- ACECQA National Quality Framework Resource Kit (2012)
- Quality Area 2 – Children’s health and safety
- Education and Care Services National Law Act (2010) S167
- Education and Care Services National Regulations (2011). R168 & 97

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