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# Emergency and Evacuation

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## Purpose

- The development of specific emergency and evacuation procedures, practices, and guidelines at Ewing Kindergarten
- raising the awareness of everyone attending Ewing Kindergarten about potential emergency situations and appropriate responses.
- Ewing Kindergarten has a duty of care and responsibility to supervise children at all times and particularly in times where the service is amid an emergency.

## Policy Statement

### Values

#### ***Ewing Kindergarten is committed to:***

- providing a safe environment for all children, staff and persons participating in programs at Ewing Kindergarten
- having a plan to manage emergency situations in a way that reduces risk to those present on the premises
- ensuring effective procedures are in place to manage emergency incidents at the kindergarten
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the kindergarten.

### Scope

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Ewing Kindergarten, including during offsite excursions and activities.

### Definitions:

The terms defined in this section relate specifically to this policy.

- Attendance record: Kept by the service to record details of each child attending the kindergarten including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).
- Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.
- Emergency: Includes any situation or event that poses an imminent or severe risk to the persons at the education and care service premises e.g. flood, fire or a situation that requires the service premises to be locked down (National Regulations, page 5). Page 157 of 422
- Emergency Management Plan (EMP): A written set of instructions to assist the Approved Provider, Nominated Supervisor, educators and staff to deal with incidents or situations that could pose a threat to life, health or property.
- Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.
- Incident, Injury, Trauma and Illness Record: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the: – name and age of the child – circumstances leading to the incident, injury, trauma or illness (including any symptoms) – time and date – details of action taken by the service including any medication administered, first aid provided or medical personnel contacted – details of any witnesses – names of any person the service notified or attempted to notify, and the time and date of this – signature of the person making the entry, and time and date of this. – These details must be kept for the period of time specified in Regulation 183. A sample Incident, Injury, Trauma and Illness Record is available on the ACECQA website.
- Mandatory closure: When services identified as being at high bushfire risk are directed by DET to close on days declared a Code Red Fire Danger Rating day.
- Metropolitan Fire Brigade (MFB): provide a fire and rescue service and are the first to respond to specific medical emergencies. The MFB aims to reduce the incidence and impact of fire and other emergencies on the community. This is achieved through the delivery of educational strategies that assist the community to become more self-reliant, including: – fire safety building inspections, and checking fire fighting equipment – delivering community awareness, education and safety programs.
- Notifiable incident: An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the Guide to Incident Notification on the WorkSafe Victoria website: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)
- Risk management: A structured approach to managing uncertainty related to a threat; a sequence of activities including the identification, assessment and prioritisation of risks followed by co-ordinated and economical application of resources to minimise, monitor and control the probability and/or impact of those risks.
- Serious incident: A serious incident is defined in Regulation 12 as: Page 158 of 422 – the death of a child while being educated and cared for by the service – any incident involving an injury or trauma, or the illness of a child that requires or ought to have required:
  - attention of a registered medical practitioner, or
  - attendance at a hospital
  - examples include whooping cough, broken limb, anaphylaxis reaction – any incident requiring attendance by emergency services – a circumstance where a child appears to be missing, is

unaccounted for, has been removed from the service contrary to the Regulations, or has been locked in or out of the service premises. The Approved Provider must notify the Regulatory Authority (DET) in writing within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). The Notification of serious incident form (available on the ACECQA website) is to be completed and submitted online using the National Quality Agenda IT System (NQA ITS). Records are required to be retained for the periods specified in Regulation 183.

- State of emergency: A situation in which the government is granted special powers, by constitutional or legal provision, to deal with a perceived threat to law and order, or public safety.
- WorkSafe Victoria: The manager of Victoria's workplace safety system. WorkSafe Victoria's responsibilities are to: – help avoid workplace injuries occurring – enforce Victoria's occupational health and safety laws – provide reasonably priced workplace injury insurance for employers.
- Bushfire at Risk Register (BARR): Kindergartens and childcare facilities assessed to be at the highest risk of fire are placed on the department's BARR. Inclusion on this register is a trigger for the kindergarten or childcare facility to pre-emptively close on days determined Catastrophic in their Bureau of Meteorology district, as well as other pre-emptive and preparedness actions in line with their fire risk category.
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## Background and Legislative Requirements and Guiding Documents

### Background

Ewing Kindergarten has policies and procedures in place detailing what needs to be done in an emergency, including a comprehensive emergency management plan, which includes prevention, preparedness, response and recovery and an evacuation floor plan. Emergency and evacuation policies and procedures are based on risk assessments that identify potential emergencies relevant to the service (Regulation 97).

Ewing Kindergarten has a duty of care to the children, staff, volunteers, students, visitors and all attending the facility. It is also a requirement under the Occupational Health and Safety Act 2004 that employers provide a healthy and safe environment for all persons who access the kindergarten's facilities and/or programs.

Regular risk assessments and evacuation drills are carried out on a regular basis. During these drills, staff practise using assigned exit routes and assembly areas and follow all emergency evacuation procedures. All staff are aware that emergencies can happen for a variety of reasons and policies and procedures need to be in place to ensure that staff, children and families are confident with what they need to do in the instance there is an emergency.

All services in Victoria are required to have an Emergency Management Plan (EMP) (refer to Definitions) as part of their everyday operations and are required to regularly rehearse their emergency and evacuation procedures (Regulation 97):

- Every 3 months and document it
- Involve everyone present at the service at the time of the rehearsal. This includes all staff members, volunteers and children and the responsible person about service who is present at the time of the rehearsal.

A copy of the service's emergency and evacuation policy and procedures must be available for inspection at the service premises, at all times or on request.

DET provides Emergency Management Plan Guidelines and an Emergency Management Plan template (refer to Sources) to assist services to develop and review their EMP (refer to Sources). A copy should also be attached to this policy.

For any evacuation, the evacuation whistle is blown, and the type of emergency is declared. On hearing the whistle, or on being advised to evacuate for any other reason, staff members, parents and students on duty, stop all activities immediately and gather children together. Children are evacuated via the nearest safe exit to the selected assembly area where a roll call is carried out. If safe to do so, the doors to the kindergarten are closed after checking the bathrooms, staff room, kitchen, gallery and offices prior to leaving the building. All staff, parents and students on duty are required to become familiar with these procedures and the Fire and Emergency Exit Plans that are displayed throughout the centre and the Area Map for emergencies and evacuation. The Fire and Emergency Exit Plans and Area Map indicate the available exit routes and the direction of travel to the assembly areas.

### **Assembly Areas**

- Primary Lock Down Assembly Point is located in the rear of the 3-year-old classroom. If this area becomes untenable due to smoke or other problems, then the Primary Off-Site Assembly Point is used.
- Primary Off-Site Assembly Point is located at Ewing Memorial Church

### **Legislative Requirements**

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011:
  - Regulations 97, 98, 168(2)(e)
- National Quality Framework ACECQA
- National Quality Standard, Quality Area 2: Children's Health and Safety
  - Standard 2.2 Safety: Each child is protected
    - Element 2.2.2 – Incident and emergency management: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
- Occupational Health and Safety Act 2004
- Early Childhood Australia Code of Ethics

### **Strategies for Policy Implementation/ Procedures**

#### **The Approved Provider is responsible for:**

- completing the DET Emergency Management Plan, lodging this with the relevant DET regional office and attaching a copy to this policy

- conducting a risk assessment to identify potential emergencies that the kindergarten may encounter (Regulation 97(2)) (refer to attached Emergency Management Plan)
- developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) (refer to attached Emergency Management Plan)
- Ensuring the service's emergency management contact details are up to date on NQA ITS online portal
- Identifying if the service is on the BARR (refer to Definitions)
- appointing an Incident Management Team (IMT) to oversee safety at the kindergarten in the event of an emergency (refer to attached Emergency Management Plan)
- developing an emergency and evacuation floor plan (Regulation 97(1)(b)) (refer to attached Emergency Management Plan)
- ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at the kindergarten (Regulation 97(3)(a))
- ensuring that the rehearsals of the emergency and evacuation procedures are documented (Regulation 97(3)(b)) (refer to attached Emergency Management Plan)
- ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the kindergarten premises (Regulation 97(4))
- ensuring that those working at, or attending the kindergarten, have access to a phone or similar for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed
- identifying potential onsite hazards and taking action to manage and minimise risk (refer to attached Emergency Management Plan)
- ensuring all infrastructure and kindergarten equipment are regularly checked for condition and maintenance, including emergency exit lighting
- ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted
- ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems
- providing a fully equipped portable first aid kit (refer to Administration of First Aid Policy)
- developing a regular training schedule for staff to ensure that they are able to deal with emergency situations e.g., first aid, emergency management and OHS training
- regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- developing procedures to debrief staff following emergency incidents
- conducting spot checks of documentation and practices to ensure all requirements of this policy are being complied with
- notifying DET in writing within 24 hours of a serious incident
- completing the Incident, Injury, Trauma and Illness Record where required
- notifying DET within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service (National Law: Section 174(2)(c); Regulations: 175(2)(b) &(c), 176)
- reporting notifiable incidents (refer to Definitions) in the workplace to WorkSafe Victoria
- engaging with the Metropolitan Fire Brigade and/or Country Fire Authority regarding fire safety awareness and training for the kindergarten, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans

- identifying staff and children requiring additional assistance in the event of an emergency (refer to attached Emergency Management Plan)
- ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- ensuring that an attendance record is maintained to account for all children attending the kindergarten
- keeping a written record of all visitors to the service, including time of arrival and departure
- ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency
- ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures
- ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the kindergarten are accounted for in the event of an evacuation
- developing procedures to deal with loss of critical functions, such as power/water shut off.

#### The Nominated Supervisor is responsible for:

- ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers, contract staff and relief staff are briefed and aware of the procedures
- ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to Supervision of Children Policy)
- ensuring that the Emergency Management Plan is followed in the event of an emergency
- informing the Approved Provider of any serious or notifiable incidents that must be reported to DET or WorkSafe Victoria

#### Other educators are responsible for:

- implementing the procedures and responsibilities in this policy and the kindergarten's Emergency Management Plan
- supervising the children in their care and protecting them from hazards and harm (refer to Supervision of Children Policy)
- providing support to children before, during and after emergencies
- checking that the attendance record is completed at the beginning and end of each session
- checking that the emergency evacuation procedure is displayed in prominent positions and that all attending the kindergarten are made aware of these (refer to Emergency Management Plan)
- rehearsing emergency evacuation procedures (drills) with the children at least once every 3 months (or more often, as required) and ensuring that these are documented (refer to attached Emergency Management Plan)
- providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- completing the Incident, Injury, Trauma and Illness Record, as required
- informing the Approved Provider about any serious incidents or notifiable incidents (refer to Definitions) at the service
- attending first aid, emergency management and OHS training, as required and maintaining own relevant qualifications.
- communicating with parents about emergency procedures
- raising children's awareness about potential emergency situations and appropriate responses.

### Parents/Guardians are responsible for:

- familiarising themselves with the kindergarten's emergency and evacuation policy and procedures and the service's Emergency Management Plan
- ensuring they complete the attendance record (sign in and sign out) on delivery and collection of their children (refer to Delivery and Collection of Children Policy)
- providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date
- reinforcing the kindergarten's emergency and evacuation procedures with their child
- following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

### Volunteers and Students, while at the kindergarten are responsible for:

- following this policy and its procedures.

### Related Policies and Procedures

- Supervision of Children
- Occupational Health and Safety
- Enrolment and Orientation
- Incident, Injury, Trauma and Illness
- Administration of First Aid
- Administration of Medication
- Delivery and Collection of Children

### References and Further Sources

- Emergency Management Planning; Department of Education and Training February 2018:  
<http://www.education.vic.gov.au/school/principals/spag/management/Pages/mgtplanning.aspx>
- What to do in an Emergency; Melbourne Fire Brigade, February 2018:  
<http://www.mfb.vic.gov.au/Community/What-to-do-in-an-Emergency.html>
- Emergency Plan-Lesson Plan: SES, February 2018:  
<https://www.ses.vic.gov.au/documents/112015/136754/Emergency+Plan+Lesson+2a-pdf/68172d6a-173b-4030-ab58-414981e66864>
- What to do in a flood-lesson plan: SES, February 2018:  
<https://www.ses.vic.gov.au/documents/112015/136569/Foundation+Lesson+Plan-pdf/fa3cd490-86c0-4019-9db9-da70de42f637>
- Work Safe Early Learning: Work Safe, February 2018:  
<https://www.worksafe.vic.gov.au/pages/safety-and-prevention/your-industry/early-learning>

### Evaluation

To assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- review the policy to determine whether it adequately addresses a range of potential emergency situations

- regularly seek feedback from everyone affected by the policy regarding its effectiveness particularly following an emergency
- assess the ability of the Nominated Supervisor, Certified Supervisor, educators, staff, children and others to follow the policy and procedures in the event of an emergency
- review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes
- use information gained from spot checks and the Incident, Injury, Trauma and Illness Record to inform proposed changes to this policy
- revise the policy and procedures as part of the service's policy review cycle, or as required by legislation, research, policy and best practice
- consult with emergency services such as the MFB and CFA, to ensure the policy and procedures meet current best practices
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.