EMERGENCY AND EVACUATION

QUALITY AREA 2 | ELAA VERSION 1.3



PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices, and guidelines at Heathmont East Preschool
- raising the awareness of everyone attending Heathmont East Preschool about potential emergency situations and appropriate responses.



POLICY STATEMENT

VALUES Heathmont East Preschool is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Heathmont East Preschool
- 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 service,
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service,
- informing parents/guardians how communication will be provided in a case of emergency.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Heathmont East Preschool, including during offsite excursions and activities.

Responsibilities	Approved provider and persons with manageme nt or control	Nominated supervisor and persons in charge day-to-day	Early childhood teachers, educators and all other staff	Parents/ guardia ns	Contractors, volunteers, and students
R indicates legislation requirement, and should not be deleted					

Emergency and Evacuation | Date Reviewed 18th June 2024

Telephone 03 8799 4423 Email: heathmont.east.kin@kindergarten.vic.gov.au



Ensuring the Emergency and Evacuation	R	\checkmark		
Policy and procedures are in place		V		
Taking reasonable steps to ensure that				
nominated supervisors, early childhood	R	,		
teachers, educators, staff and volunteers	N	\checkmark		
follow the policy and procedures and are				
aware of their responsibilities				
Completing the DET Emergency Management Plan (refer to Definitions)	_			
(refer to Attachment), and attaching a	R	\checkmark	\checkmark	
copy to this policy				
Ensuring the service's emergency				
management contact details are up to	R	\checkmark		
date on NQA ITS online portal		·		
Identifying if the service is on the BARR	R	1		
(refer to Definitions)	, ,	\checkmark		
Conducting a risk assessment (refer to				
Definitions) to identify potential	_			
emergencies that the service may	R	\checkmark	\checkmark	
encounter (Regulation 97(2)) (refer to				
Attachment)				
Conducting a risk assessment (refer to	R	,	,	
Definitions) of emergency evacuation	N	\checkmark	\checkmark	
routes and assembly points				
Developing instructions for what must be				
done in the event of an emergency $(Population 0.7(1)(2))$ (refer to	R	\checkmark	\checkmark	
(Regulation 97(1)(a)) (refer to Attachment)				
Appointing an Incident Management				
Team (IMT) to oversee safety at the				
service in the event of an emergency	R			
(refer to Attachment)				
Developing an emergency and				
evacuation floor plan (refer to	R	,		
Definitions) (Regulation 97(1)(b)) (refer		\checkmark		
to Attachment)				
Ensuring that a copy of the emergency				
and evacuation floor plan (refer to				
Definitions) and instructions are				
displayed in a prominent position near	R	\checkmark	\checkmark	
each exit at the service premises, and				
near each exit that forms part of the				
evacuation route out of the service (<i>Regulation 97(4</i>))				
Ensuring that the emergency and				
evacuation drills (refer to Definitions) are				
rehearsed and documented at least				
once every 3 months by everyone				
attending the service. If the service has				
more than one emergency and	R	\checkmark	\checkmark	
evacuation procedure (evacuation and				
lockdown) all procedures must be				
rehearsed over the course of the year.				
(Regulation 97(3)(a)) (refer to				
Attachment)				



Ensuring that all staff, students, volunteers and visitors are aware of	R	\checkmark	\checkmark		
emergency evacuation points Ensuring up-to-date portable emergency contact lists are held in each room within the service and that evacuation procedures state who will carry this list during evacuation	R	\checkmark	\checkmark		
Developing procedures that consider collecting children's medication and managing children's medical conditions	R	\checkmark	\checkmark		
Providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.	\checkmark	\checkmark	\checkmark	\checkmark	V
Testing alarms and communication systems regularly, such as on a monthly basis	R	\checkmark			
Ensuring that those working at, or attending the service, have access to a phone for immediate communication with parents/guardians and emergency services (<i>Regulation 98</i>), and that phone numbers of emergency services are displayed	R	\checkmark			
Identifying potential onsite hazards and taking action to manage and minimise risks (refer to Attachment)	R	\checkmark	\checkmark		\checkmark
Ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting	R	\checkmark			
Ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted	R	\checkmark			
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	R	\checkmark			
Providing a fully-equipped portable first aid kit (refer to Administration of First Aid Policy)	R	\checkmark			
Ensure that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation	R	V	\checkmark		V
Keeping lock-down (<i>refer to Definitions</i>) areas in a state of readiness so they are safe for children, staff and visitors to use	V	\checkmark	\checkmark		V
Attending regular training to ensure that they are able to deal with emergency situations e.g., first aid (<i>Regulation 136</i>),	R	R	\checkmark		\checkmark



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Ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency	R	R	\checkmark	\checkmark	\checkmark
Ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures	R	\checkmark			
Ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation	R	\checkmark			
Developing procedures to deal with loss of critical functions, such as power/water shut off.	R	\checkmark			
Ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to Supervision of Children Policy)	R	R	R		
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PROCEDURES

Every service is different; therefore, it is not practical to apply a generic emergency and evacuation procedure.

We recommend you refer to the Department of Education and Training's 'the Guide to Developing Your Emergency Management Plan' (the Guide). It will take you through your plan on a step-by-step basis. The Guide and other resources can be located at:

www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirement s.aspx



BACKGROUND AND LEGISLATION

BACKGROUND

The Education and Care Services National Regulations 2011 define an emergency in relation to an education and care service as any situation or event that poses an imminent or severe risk to the persons at the service premises e.g., flood, fire or a situation that requires the service premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response, and recovery. Services are required to have policies and procedures in place detailing what needs to be done in an emergency, including an emergency and evacuation floor plan. These policies and procedures must be based on a risk assessment that identifies potential emergencies relevant to the service (*Regulation 97*).



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Early childhood services have a duty of care to all attending the facility including the children, staff, volunteers, students, visitors, and contractors. 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 service's facilities and/or programs.

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*). They must:

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

A copy of the service's emergency and evacuation policy and procedures must be always available for inspection at the service premises 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.

 $\label{eq:legislation} \begin{array}{l} \text{Legislation and Standards} \\ \text{Relevant legislation and standards include but are not limited to:} \end{array}$

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011 including Regulations 97, 98, 168(2)(e)
- National Quality Standard, including Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: <u>www.legislation.vic.gov.au</u> Commonwealth Legislation – Federal Register of Legislation: <u>www.legislation.gov.au</u>



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Country Fire Authority (CFA): CFA respond to a variety of fire and emergency incidents. They are also involved in a range of other activities including:

- fire safety building inspections
- delivering community awareness, education and safety programs
- post-incident analysis and fire investigation
- fire prevention planning and land use planning at a municipal level

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.



Email Heathmont.east.kin@kindergarten.vic.gov.au

Emergency drill/rehearsal: A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response

Emergency Management Plan (EMP): A written set of instructions for the service to prepare for and respond to emergencies. A guide to preparing an emergency plan and an Emergency Management Plan templates are available on the DET website *(refer to Sources)*

Emergency services: Includes ambulance, fire brigade, police and state emergency services.

Evacuation floor plan: An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults. It may also have the name 'evacuation diagram'

Evacuation route: Continuous path of travel (including exits, public corridors and the like) from any part of a building to a safe place

Fire Rescue Victoria (FRV): (previously known as Metropolitan Fire Brigade) respond to fires, complex rescues, road crashes, emergency medical calls and hazardous chemical spills. The FRV 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:

- delivering expert fire and rescue services to the community they serve
- driving systemic change to the built environment through reforms to building design, regulations and legislation, and
- educating the community through fire prevention programs that improve community safety and build resilience

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 Management Team (IMT): Is the group of incident management personnel comprising of the incident controller and other personnel appointed to be responsible for the functions of operations, planning, and logistics

Lock down: A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved

Planned closure: services identified as being at high fire risk and on the DET's Bushfire At-Risk Register will close on days determined to have a fire danger rating of Code Red by the Emergency Management Commissioner. Where possible, four to seven days' notice of a planned closure will be provided. Services not on the Department's Bushfire At-Risk Register will remain open, unless directly threatened by fire or another emergency

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.

WorkSafe Victoria: The manager of Victoria's workplace safety system. WorkSafe Victoria:

- strives to prevent workplace injuries, illness and fatalities
- provides benefits to injured workers and helps them to return to work
- enforces Victoria's occupational health and safety laws
- provides reasonably priced workplace injury insurance for employers
- provides an emergency response service 24 hours per day



Sources and Related Policies



SOURCES

- Community Early Learning Australia CELA's Simple Guide to bushfire advice for children's services: cela.org.au/2020/12/04/bushfire-advice-2020
- Department of Education and Training, Bushfire At-Risk Register: <u>https://www.education.vic.gov.au/about/programs/health/pages/bushfirerisk.aspx</u>
- Department of Education and Training, Emergency Management Requirements: <u>www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.</u> <u>aspx</u>
- Fire Rescue Victoria: <u>www.frv.vic.gov.au</u>
- Country Fire Authority: <u>www.cfa.vic.gov.au</u>
- State Emergency Service: <u>www.ses.vic.gov.au</u>
- WorkSafe Victoria: <u>www.worksafe.vic.gov.au</u>

RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment and Wellbeing
- Enrolment and Orientation
- Excursions and Service Events
- Delivery and Collection of Children
- Incident, Injury, Trauma and Illness
- Occupational Health and Safety
- Staffing
- Supervision of Children



EVALUATION

In order 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
- review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes
- use information gained from checks on documentation and practices 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 FRV and CFA, to ensure the policy and procedures meet current best practices
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



AUTHORISATION This policy was adopted by the approved provider of Heathmont East Preschool in June 2024.

Emergency and Evacuation | Date Reviewed 18th June 2024



REVIEW DATE: June 2025

