



# BUSH KINDER EMERGENCY EVACUATION POLICY

Mandatory – Quality Area 2

## PURPOSE

This policy is a special policy which augments the main Rangeview Pre-School Emergency Management Policy and the Incident and Medical Emergency Management Policy and should be read in conjunction with these documents. This Bush Kinder policy details only the specific evacuation procedures for children, staff and volunteers attending the Bush Kinder program in response to an emergency or hazard that may arise during a session.

This policy aims to:

- Set out clear and safe evacuation principles and procedures for Bush Kinder participants in response to an emergency situation of any type
- Increase awareness and implementation of emergency and evacuation procedures at Bush Kinder amongst staff and the broader Pre-School community
- Provide an appropriate mechanism for communication of the evacuation procedures and requirements for Bush Kinder sessions to parents/guardians and to children

## POLICY STATEMENT

### 1. VALUES

Rangeview Pre-School is committed to:

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

### SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day to Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Rangeview Pre-School Bush Kinder.

## 2. 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 Bush Kinder site e.g. flood, fire or a situation that requires the Bush Kinder site 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 plan. These policies and procedures must be based on a risk assessment that identifies potential emergencies relevant to the Bush Kinder site (Regulation 97).

Early childhood services have a duty of care to all attending the Bush Kinder site including the children, staff, volunteers, students, visitors, and contractors. It is also a requirement under the



# BUSH KINDER EMERGENCY EVACUATION POLICY

Mandatory – Quality Area 2

*Occupational Health and Safety Act 2004* that employers provide a healthy and safe environment for all persons who access the facilities and program.

All services in Victoria are required to have an *Emergency Management Plan (EMP)* as part of their everyday 'best practice' operations. All education and care services listed on the Department of Education and Training (DET)'s Bushfire At-Risk Register are required as a condition of their service approval to submit their EMP to their regional office annually. DET provides *Emergency Management Plan Guidelines* and an *Emergency Management Plan* template to assist services develop and review their EMP (refer to *Sources* below for the link). All services must complete the required sections of the plan and lodge it with the relevant DET regional office. A copy should also be attached to this policy.

There are a multitude of possible emergency situations that may arise at the Bush Kinder site. These include, but are not limited to:

- Fire/Bushfire
- Chemical hazards
- Missing child
- Aggressive dogs off lead
- Other animal intruders
- Uninvited person/stranger (threatening, causing a nuisance or unease for staff and participants)
- Toxic leak
- Hostage/siege
- Natural events, such as extreme weather, floods, severe winds, thunderstorms or earthquake
- The involvement of firearms or other weapons
- Hazardous substances incidents
- Medical emergency
- Accident

The aim of this policy is to provide the appropriate response to such an incident or emergency to ensure the safety and wellbeing of all Bush Kinder participants

## Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*: Sections 167, 169
- *Education and Care Services National Regulations 2011*: Regulations 87, 89, 97, 98, 136, 137(1)(e), 168(2)(a),
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *Occupational Health and Safety Act 204*
- *Occupational Health and Safety Regulations 2007*

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

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

# BUSH KINDER EMERGENCY EVACUATION POLICY

Mandatory – Quality Area 2



## 3. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Attendance record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158).

**Assembly point:** a predetermined and mapped safe place for the Bush Kinder group to meet after an emergency evacuation (refer to Attachment 1 for Bush Kinder assembly points)

**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.

**Duty of care:** A common law concept that refers to the responsibilities of a service to provide an adequate level of protection against harm and all reasonable foreseeable risks.

**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 21).

**Emergency Evacuation:** emergency evacuation is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard

**Emergency Management Plan (EMP):** A written set of instructions for the service to prepare for and respond to emergencies.

**Evacuation route:** a predetermined and mapped safe route to move people away from a threat or danger. At Bush Kinder, the route taken will depend on the emergency or danger (refer Attachment 1 for Bush Kinder evacuation routes)

**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.

These details must be kept for the period of time specified in Regulation 183. A sample *Incident, Injury, Trauma and Illness Record* is available from the ACECQA: [www.acecqa.gov.au](http://www.acecqa.gov.au) (Search 'Sample forms and templates')

**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.



## BUSH KINDER EMERGENCY EVACUATION POLICY

Mandatory – Quality Area 2

**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 (regulation 12) is defined as any of the following:

- the death of a child while being educated and cared for at the service or following an incident at the service
- any incident involving serious injury or trauma while the child is being educated and cared for, which
  - a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
  - the child attended or ought reasonably to have attended a hospital e.g. a broken limb\*
- any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis\*
- any emergency for which emergency services attended. NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution
- a child appears to be missing or cannot be accounted for at the service
- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child was mistakenly locked in or out of the service premises or any part of the premises.

Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.

**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.



# BUSH KINDER EMERGENCY EVACUATION POLICY

Mandatory – Quality Area 2

## 4. SOURCES AND RELATED POLICIES

### Sources

- Australian Standards: Planning for emergencies in facilities (AS 3745–2010) available from [https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637\\_SAIG\\_AS\\_AS\\_281639/](https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637_SAIG_AS_AS_281639/)
- Department of Education and Training, *Guide to Preparing an Emergency Management Plan*: [https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlan\\_EarlyChildhood.docx](https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlan_EarlyChildhood.docx)
- Department of Education and Training, *Emergency Management Requirements*: <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx>
- Metropolitan Fire Brigade: [www.mfb.vic.gov.au](http://www.mfb.vic.gov.au)
- Country Fire Authority: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- State Emergency Service: [www.ses.vic.gov.au](http://www.ses.vic.gov.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

### Service Policies

- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Occupational Health and Safety Policy*
- *Staffing Policy*
- *Supervision of Children Policy*
- Excursions, Incursions and Special Events Policy
- Child Safe Environment Policy
- Sun Protection Policy
- Water Safety Policy
- Bush Kinder Delivery and Collection of Children Policy
- Bush Kinder Extreme Weather Policy
- Bush Kinder Protective Clothing Policy
- Bush Kinder Dog Awareness Policy
- Bush Kinder Snake Awareness Policy

## PROCEDURES

### The Approved Provider is responsible for: •

- completing the DET *Emergency Management Plan* (refer to *Sources*), 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 service may encounter (Regulation 97(2)) ( *Emergency Management Plan* provided separately)
- developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) ( *Emergency Management Plan* provided separately)
- appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency ( *Emergency Management Plan* provided separately)



## BUSH KINDER EMERGENCY EVACUATION POLICY

Mandatory – Quality Area 2

- developing an emergency and evacuation floor plan (Regulation 97(1)(b)) (*Emergency Management Plan* provided separately)
- ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises (Regulation 97(4))
- ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at the service (Regulation 97(3)(a))
- ensuring that the rehearsals of the emergency and evacuation procedures are documented (Regulation 97(3)(b)) (*Emergency Management Plan* provided separately)
- ensuring that those working at, or attending the Bush Kinder program, have access to a phone for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are accessible
- identifying potential onsite hazards and taking action to manage and minimise risk (*Emergency Management Plan* provided separately)
- providing a fully-equipped portable first aid kit (refer to *Administration of First Aid Policy*)
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- 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 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 (refer to *Definitions*)
- completing the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*) 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 service, 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 (*Emergency Management Plan* provided separately)
- 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 (refer to *Definitions*) is maintained to account for all children attending the service (Regulation 158)
- 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 service are accounted for in the event of an evacuation
- developing procedures to deal with loss of critical functions, such as power/water shut off.

# BUSH KINDER EMERGENCY EVACUATION POLICY

Mandatory – Quality Area 2



## **The Nominated Supervisor and Persons in Day to Day Charge are responsible for:**

- ensuring that the emergency and evacuation plan is displayed in prominent positions and that all parents/guardians, volunteers, contractors, 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* (provided separately) is followed in the event of an emergency
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- informing the Approved Provider of any serious or notifiable incidents (refer to *Definitions*) that must be reported to DET or WorkSafe Victoria.

## **All other educators are responsible for:**

- implementing the procedures and responsibilities in this policy and the service's *Emergency Management Plan* (provided separately)
- 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 (refer to *Definitions*) is completed at the beginning and end of each session
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- checking that the emergency evacuation procedure is displayed in prominent positions and that all persons at the service are made aware of these (*Emergency Management Plan* provided separately)
- rehearsing emergency evacuation procedures with the children at least once every 3 months (or more often, as required) and ensuring that these are documented (*Emergency Management Plan* provided separately)
- 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 Nominated Supervisor or Persons in Day-to-Day Charge or, in their absence, the Approved Provider or Person with Management and Control, about any serious incidents or notifiable incidents (refer to *Definitions*) at the service
- attending first aid, emergency management and OHS training, as required
- 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 service's emergency and evacuation policy and procedures and the service's *Emergency Management Plan* (provided separately)
- ensuring they complete the attendance record (refer to *Definitions*) on delivery and collection of their children (refer to *Delivery and Collection of Children Policy*)



## BUSH KINDER EMERGENCY EVACUATION POLICY

Mandatory – Quality Area 2

- providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date
- reinforcing the service's emergency and evacuation procedures with their child
- following the directions of staff in the event of an emergency or when rehearsing emergency procedures.
- Supporting children's awareness and education in emergency situations
- Bringing any relevant issues to the attention of both Kinder staff and the committee

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

### 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. This can be facilitated through discussions, surveys and the Pre-School newsletter
- 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
- notify parents/guardians at least 14 days before making any change to this policy or its procedures unless a lesser period is necessary because of a risk.

### ATTACHMENTS

- Attachment 1: Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes
- Attachment 2: Bush Kinder Emergency Management Plan

### AUTHORISATION

This policy was adopted by the Approved Provider of Rangeview Pre-School in April 2020.

### REVIEW FREQUENCY AND DATE

Review cycle: Annual or more frequently in response to legislative and/or other changes.

DATE	NEXT REVIEW DATE
April 2021	April 2022
19 September 2022	19 April 2023



# BUSH KINDER EMERGENCY EVACUATION POLICY

Mandatory – Quality Area 2



***Parents / Guardians will be notified at least 14 days before making any changes to this Policy or its procedures unless a lesser period is necessary because of a risk.***

# BUSH KINDER EMERGENCY EVACUATION POLICY

Mandatory – Quality Area 2



## ATTACHMENT 1

### Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes:

#### Evacuation Procedures

Whatever the emergency, incident or situation that necessitates the evacuation, the following procedures are to be followed by staff and volunteers:

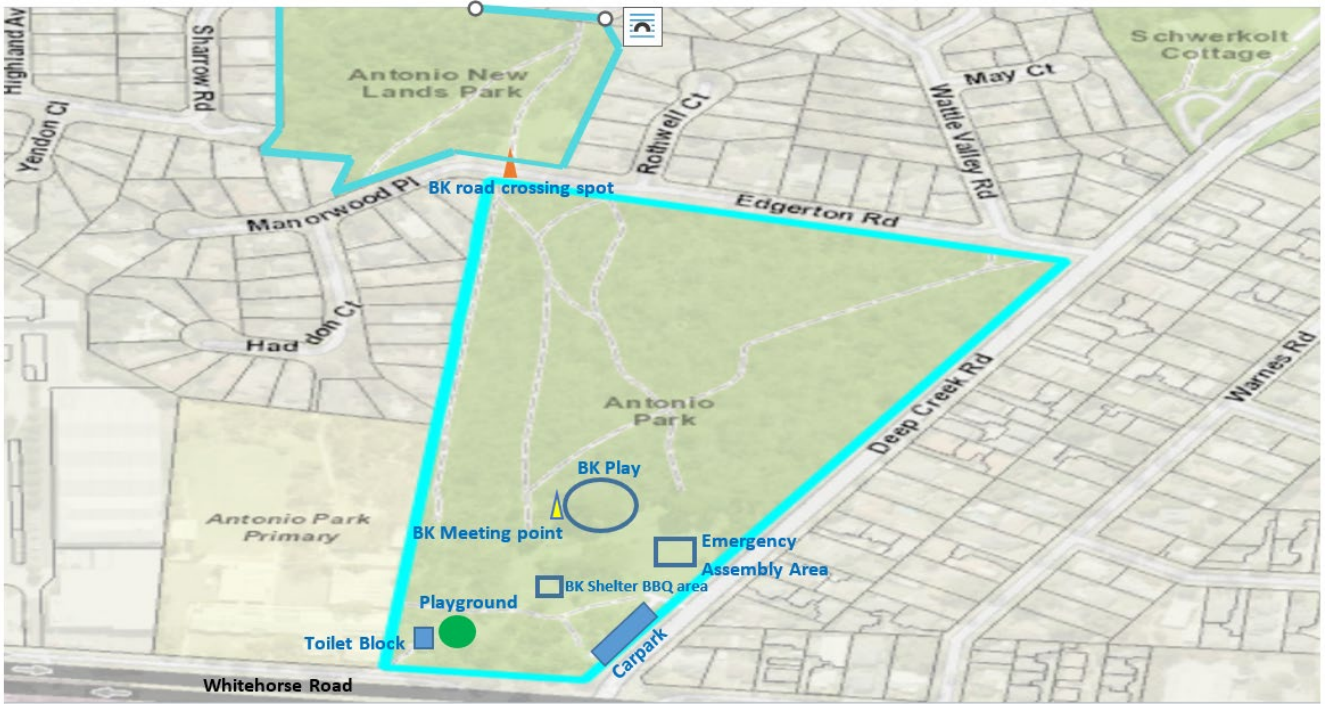
- Blow whistle
- Keep children calm
- Ensure sign-in sheet is in the teacher's backpack along with other necessary items, such as medication
- Count / check off against the sign-in sheet to ensure all children are accounted for
- With the exception of the teachers' backpack, leave Bush kinder gear at the site – it can be collected later
- En-route to the new location, calmly walk children in pairs, keep group close together and ensure no child deviates from the group
- Teachers/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible
- Notify emergency services if required
- On arrival at a safe assembly point, conduct a full count/roll call to ensure all children are accounted for
- Notify parents/guardians via broadcast SMS of new location of collection (if required) and notify DET (if required)
- If the evacuation/relocation is for weather reasons, wait for the extreme weather to pass and when it does, resume normal activities if appropriate and safe to do so, following same relocation procedures to return to the Bush Kinder site
- If the weather does not look like it will pass soon, a broadcast SMS should be sent to all parents/guardians advising of the new safe location for pickup purposes

# BUSH KINDER EMERGENCY EVACUATION POLICY

Mandatory – Quality Area 2



## Antonio Park Bush Kinder – Map



# **BUSH KINDER EMERGENCY EVACUATION POLICY**

Mandatory – Quality Area 2



## **ATTACHMENT 2 EMERGENCY MANAGEMENT PLAN**

**NB: Emergency Management Plan emailed to families**