

	Emergency and Evacuation Policy & Procedure
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Authorisation	General Manager
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Responsible Officer	Manager Evolve Early Learning & Kindergarten
Policy Owner	Evolve Early Learning & Kindergarten

Policy

Evolve Early Learning & Kindergarten is committed to:

- Providing a safe environment for all children, staff and persons participating in programs at Evolve Early Learning & 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 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.

Purpose

Evolve Early Learning & Kindergarten is committed to:

- The development of specific Emergency and evacuation procedures, practices and guidelines at Evolve Early Learning & Kindergarten
- Raising the awareness of everyone attending Evolve Early Learning & Kindergarten programs about potential Emergency situations and appropriate responses
- Addressing potential Emergency situations and appropriate responses.
- This policy has been adapted from *PolicyWorks* Manual - National Quality Framework released by the Early Learning Association Australia.

Scope

This policy applies to Evolve Early Learning & Kindergarten who is responsible for the direct education and care of children including offsite excursions and activities.

This policy applies to the Approved Provider, Nominated Supervisor/Primary Nominee, Nominated Certified Supervisor, Educators, Staff, Students on placement, Volunteers, Parents/guardians, Children and others attending Evolve Early Learning & Kindergarten.

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

2.2 Safety - Each child is protected

2.2.1 Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

2.2.2 Incident and emergency management – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Background

- 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.
- Early childhood services have 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 service's facilities and/or programs.
- All services in Victoria are required to have an Emergency Management Plan (EMP) as part of their everyday 'best practice' operations. The Department of Education & Training (DET) provides EMP guidelines and an EMP template to assist services develop and review their EMP (see *Sources*). All services must complete the required sections of the plan and lodge it with the relevant DET regional office.

Education and Care National Regulations

- Emergency and evacuation procedures (National Regulations 97)
- Emergency and evacuation procedures (National Regulations 98)
- Education and care service must have policies and procedures (National Regulations 168)

Responsibility/Accountability

The Approved Provider, according to Regulations is responsible for the implementation of this policy. This will be achieved through the Centre Manager and the staff:

- Ensuring completion of the DET EMP (refer to *Sources*), lodging this with the relevant DET regional
- Ensuring a risk assessment is conducted to identify potential emergencies that the service may encounter (National Regulations 97) (refer to EMP – see *Definitions*)
- Developing instructions for what must be done in the event of an Emergency (National Regulation 97(1)(a) (refer to EMP – see *Definitions*)
- Ensuring an Emergency and evacuation floor plan is developed (National Regulation 97(1)(b) (refer to EMP – see *Definitions*)
- Ensuring that the Emergency and evacuation procedures are rehearsed at least once every three months by all at the service (National Regulation 97(3)(a))
- Ensuring that the rehearsals of the Emergency and evacuation procedures are documented (National Regulation 97(3)(b)) (refer to EMP – see *Definitions*)
- 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 (National Regulation 97(4))

- Ensuring that those working at, or attending the service, have access to a phone or similar for immediate communication with parents/guardians and Emergency services (National 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 EMP – see *Definitions*)
- Ensuring all infrastructure and service 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 Occupational Health and Safety (OHS) training
- Regularly reviewing, evaluating and updating EMPs, manuals and procedures (at least annually or following an Emergency incident)
- Developing procedures to debrief staff following Emergency incidents
- Notifying DET in writing within 24 hours of a serious incident (refer to *Definitions*) ensuring completion of the Incident, Injury, Trauma and Illness Record (refer to *Definitions*) where required
- Notifying DET within seven 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)(b)(i), National Regulations 175(2)(b)&(c) and 176)
- Reporting Notifiable Incidents (refer to *Definitions*) in the workplace to WorkSafe Victoria
- Engaging with the CFA regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans
- 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 this policy and relating 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.

The Nominated Supervisor/Primary Nominee is responsible for:

- Identifying staff and children requiring additional assistance in the event of an Emergency (refer to EMP – see *Definitions*)
- 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
- Keeping a written record of all visitors to the service, including time of arrival and departure
- 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 EMP is followed in the event of an Emergency
- Testing alarms and communication systems regularly
- Informing the Approved Provider/Manager of any serious or Notifiable Incidents (refer to *Definitions*) that must be reported to DET or WorkSafe Victoria.

Certified Supervisors Nominees and other educators are responsible for:

- Implementing the procedures and responsibilities in this policy and the service's EMP (see *Definitions*)
- 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
- Checking that the Emergency evacuation procedure is displayed in prominent positions and that all attending the service are made aware of these (refer to EMP)
- Rehearsing Emergency evacuation procedures with the children at least once every three months (or more often, as required) and ensuring that these are documented refer to EMP)
- 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 (see *Definitions*) as required
- Informing the Nominated Supervisor/Primary Nominee 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 and raising children's awareness about potential Emergency situations and appropriate responses.

Parents/guardians are responsible for:

- Familiarising themselves with this policy and procedures and the service's EMP
- Ensuring they complete the Attendance Record (refer to *Definitions*) 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 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
- Ensuring that required permission is provided for their child to participate in practice emergency procedures.
- Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Word/Term	Definition
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/Primary Nominee or educator (Regulation 158(1))
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 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)
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. EMP guidelines and an EMP template are available on the DET website (refer to <i>Sources</i>).
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: <ul style="list-style-type: none"> - 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 National Regulation 183. A sample Incident, Injury, Trauma and Illness Record is available on the Australian Children's Education and Care Quality Authority (ACECQA) website (see <i>Sources</i>).
Metropolitan Fire Brigade (MFB)	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

Word/Term	Definition
	through the delivery of educational strategies that assist the community to become more self-reliant, including: fire safety building inspections and checking firefighting 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 (see <i>Sources</i>).
Serious Incident	An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, Emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the Regulations or is mistakenly locked in/out of the service premises (National Regulation 12). A serious incident should be documented in an Incident, Injury, Trauma and Illness Record (ACECQA website – see <i>Sources</i>) as soon as possible and within 24 hours of the incident. The Regulatory Authority (DET) must be notified within 24 hours of a serious incident occurring at the service (National Regulation 176(2)(a)). Records are required to be retained for the periods specified in National Regulation 183.
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.

EMERGENCY AND EVACUATION PROCEDURES

Purpose

This procedure will provide a process for:

- The development of specific Emergency and evacuation procedures, practices and guidelines at Evolve Early Learning & Kindergarten
- Raising the awareness of everyone attending Evolve Early Learning & Kindergarten programs about potential Emergency situations and appropriate responses.
- Addressing potential Emergency situations and appropriate responses.

Procedure

The aim is to provide clear procedures to assist staff/educators to effectively deal with a variety of accidents, emergencies and incidents they may experience during the provision of care.

- Accident, Injury, Illness and Trauma Records
- The educator must keep accident, injury, illness and trauma records for children in care, documenting relevant information relating to children's health and well-being.
- Procedure for Emergency where medical attention is required

- If a child has an accident or becomes ill while in care, every reasonable attempt must be made to notify the parent/guardian as soon as practical. The child must be kept under adult supervision until the child recovers or the child's parent/guardian or Emergency contact takes charge of the child. If the child requires immediate medical aid, call an ambulance and commence First Aid.
- Any incident requiring attendance by Emergency services is a Serious Incident and children's services staff are required by law to inform the Department of Education & Training (DET) within 24 hours of the incident.
- Procedure for an Emergency where there is a serious injury/illness of a child
- Reassure the injured/ill child and ensure the other children in care are safe
- Call the ambulance via 000 (or 112 on mobiles) and follow the directions of the ambulance operator.
- Commence First Aid.

When all of the above has been done:

- Contact the parent/guardian of the child to inform them of the injury/illness.
- If the child has been taken to the hospital by the ambulance, inform the parent/guardian of the hospital the child has been taken to, and the time of departure.
- Refer all questions and concerns of the parent/guardian regarding the child's health to the hospital.
- Only give the parents/guardians the facts of the situation.
- Contact the Approved Provider

Practice evacuations

- Are carried out every three months, using alternate exit routes and the designated evacuation assembly areas. These are carried out regularly to ensure staff and children are familiar with the procedures.
- Educators record each evacuation drill (date, time and time taken to complete evacuation, and the children's response). Impromptu evacuations may be performed between the planned drills to ensure that new children are familiar with procedures.
- Staff working in an integrated facility must ensure they actively participate in whole of service evacuations/lockdowns on a regular basis.
- Parents/guardians who are at the venue during evacuation or a drill are asked to follow the directions of the children's services staff and remain at the service until staff advise otherwise, this ensures all children and parents are accounted for.

Emergency evacuations procedure

If an Emergency requiring evacuation occurs the following action will be taken:

- Remove all children from the immediate danger area.
- Telephone 000 (or 112 if using a mobile).
- Staff/educators should walk the children via the nearest safe exit to the selected assembly area. All efforts must be made to keep the children together during the evacuation.
- The staff/visitor register, children's attendance book, children's contact details, First Aid kit and any medication is to be picked up by the staff member nearest to its location so a roll call can be carried out in the assembly area.
- If safe to do so, close all doors after checking all children and staff/educators are accounted for, prior to leaving the building.

- All staff/educators on duty should familiarise themselves with these procedures. The evacuation plan indicates the available exit routes and the direction of travel to the assembly areas as designated for each service.
- Remember: The location of the danger will dictate exit routes and assembly areas to be used.

Assembly areas for evacuation

- Assembly areas are identified in the EMP (see *Definitions*) / evacuation plan as a safe area.
- Should this assembly area become untenable because of smoke or other problems then a secondary area is to be used as identified in the EMP/evacuation plan.

Evacuation plan

- The staff/educators must have an up to date evacuation plans displayed near each exit in the service. Reasons for evacuation include fire, floods, gas leaks and other Emergency situations (National Regulations 97).

Practising procedures

- To be prepared in an Emergency the staff/educators must practice Emergency evacuation procedures with children every three months so that they, and the children, are prepared in an Emergency (National Regulations 97).
- It is important that the staff/educators and the children practise evacuation procedures from all exits within the service.
- Smoke detectors
- Fire extinguisher
- Evaluations of practised evacuation and emergency

References, Sources, Links to Legislation and Other Documents

Please refer to Reference and Sources page.

Related service policies:

Administration of First Aid Policy
Administration of Medication Policy
Delivery and Collection of Children Policy
Incident, Injury, Trauma and Illness Policy
Occupational Health and Safety Policy
Staffing Policy
Supervision of Children Policy.