

BUNDOORA PRE-SCHOOL EMERGENCY AND EVACUATION POLICY

Mandatory – Quality Area 2

PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Bundoora Pre-school
- raising the awareness of everyone attending Bundoora Pre-school about potential emergency situations and appropriate responses.

POLICY STATEMENT

1. VALUES

Bundoora Pre-school is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Bundoora Pre-school
- 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.

2. 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 Bundoora Pre-school, including during offsite excursions and activities.

3. 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).

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. All education and care services listed on the Department of Education and Training (DET)'s Bushfire At-Risk Register (BARR) are required as a condition of their service approval to submit their EMP to their regional office. The Department 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.

Legislation and standards

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 Standard*, Quality Area 2: Children's Health and Safety
 - Standard 2.3: Each child is protected
 - Element 2.3.3 – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
- *Occupational Health and Safety Act 2004*

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/>

4. 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(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, page 5).

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. *Emergency Management Plan Guidelines* and an *Emergency Management Plan* template are available on the DET website (refer to *Sources* below).

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

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: 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 (Regulation 12). A serious incident should be documented in an *Incident, Injury, Trauma and Illness Record* (sample form available on the ACECQA website) 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 (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.

State Emergency Service (SES): Volunteer-based organisation responding to emergencies and working to ensure the safety of communities around Victoria.

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.

5. SOURCES AND RELATED POLICIES

Sources

- Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745–2002)

- Department of Education and Training, *Emergency Management Plan Guidelines* and *Emergency Management Plan*:
<http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx>
- Metropolitan Fire Brigade: www.mfb.vic.gov.au
- Country Fire Authority: www.cfa.vic.gov.au
- State Emergency Service: www.ses.vic.gov.au
- WorkSafe Victoria: www.worksafe.vic.gov.au

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*

PROCEDURES

The Approved Provider is responsible for:

- completing the DET *Emergency Management Plan* (refer to *Sources* for the link), 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)) (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*)
- appointing an Incident Management Team (IMT) to oversee safety at the service 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 service (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 service premises (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 (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 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 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 (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 (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 (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 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.

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* (attached) is followed in the event of an emergency
- testing alarms and communication systems regularly, such as on a monthly basis
- informing the Approved Provider of any serious or notifiable incidents (refer to *Definitions*) that must be reported to DET or WorkSafe Victoria.

Certified Supervisors and other educators are responsible for:

- implementing the procedures and responsibilities in this policy and the service's *Emergency Management Plan* (attached)
- 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 attached *Emergency Management Plan*)
- rehearsing emergency evacuation procedures 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
- 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* (attached)
- 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.

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
- 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.

ATTACHMENTS

- Complete DET's *Emergency Management Plan* and file a copy as an attachment to this policy. The template is available at:
<http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx>
- Attachment 2: Summary emergency evacuation procedures
- Attachment 3: Emergency involving a staff member – contact template

AUTHORISATION

This policy was adopted by the Approved Provider of Bundoora Pre-school on 3 December 2015.

REVIEW DATE: OCTOBER 2018

EMERGENCY EVACUATION PROCEDURES

The following procedures were designed specifically by the Metropolitan Fire Brigade to meet with operational emergency evacuation requirements.

It must be remembered that there may be a number of emergencies, other than fire, in the pre-school that could necessitate an evacuation:

For example:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Fire in neighbouring premises • Gas escape from a damaged main or pipe • Toxic fumes from a chemical spill • Motor vehicle accident nearby (persons trapped) |) | <p>Call Fire Brigade</p> <p>Phone: 000</p> |
| <ul style="list-style-type: none"> • Bomb threat • Hold-up • Hostage taking • Seige • Flood |) | <p>Call Police</p> <p>Phone: 000</p> |
| <ul style="list-style-type: none"> • Medical |) | <p>Call Ambulance</p> <p>Phone: 000</p> |

All of the above situations must be considered as possible threats to the pre-school. Staff members should be aware of their responsibilities to lessen the impact of any of the above on the children by being familiar with any directives issued under statutory rules and regulations as well as these evacuation procedures.

EMERGENCY EVACUATION PROCEDURES

Staff, children and parents/carers must be aware of all of the fire exits and emergency procedures at Bundoora Pre-school. Should a fire occur in the pre-school, or any surrounding building, the following action should be taken:

- Remove all children from the immediate danger area and, if possible, close the door to contain the fire.
- Raise the alarm immediately by **blowing a whistle**. The whistle is to be sounded until it is confirmed that everybody has heard it and commenced evacuation.
- **Whistles are located:**
 - **on peg hanging on the back wall adjacent to the storage cupboard**
 - **hanging in the playroom next to door connecting the playroom and bathroom**
- Telephone the **Fire Brigade on 000** from the pre-school office, or if this is unsafe, from **the Maternal and Child Health Centre next door, or from a mobile phone**.
- Staff members and parents/carers must immediately, upon hearing the whistle, stop all activities and walk children, via the nearest, safest exit, to the selected assembly area. All effort must be made to keep the children together during the evacuation.
- The pre-school **keys, telephone, enrolment record**, containing parents/carers and emergency contact numbers, and **attendance book** are to be collected, if possible, by the staff member nearest to their locations so that a roll call can be carried out at the assembly area, and parents/carers contacted, once it is safe to do so.

The attendance book will be located on the blue topped cupboard in the playroom/ bathroom
- A staff member must also collect the emergency EpiPen, hanging on the playroom wall adjacent to the office door, prior to exiting the building.
- If safe to do so, a staff member should close the doors after checking the bathroom, office and kitchen, prior to leaving the building.
- After the children have been cleared from the immediate danger area, members of staff may, if

safe to do so, attack the fire with the appropriate extinguisher.

ASSEMBLY AREAS FOR ON-SITE EVACUATIONS: Two assembly areas have been selected:

1. Alongside the fence in large grassed 'running' area

Should this area become untenable due to smoke or other problems then the secondary area is to be used.

2. The secondary area is: Alongside double gates separating Unit 2 (The Guide Hall) and the pre-school.

Remember: The location of the fire and wind direction will dictate exit routes and assembly areas to be used.

ASSEMBLY AREA FOR OFF-SITE EVACUATIONS: Two assembly areas have been selected

If it is necessary to evacuate the pre-school building and grounds, due to a fire or other emergency situation, the following two assembly areas have been designated:

1. On the grassed area adjacent to the far side of Bundoora Hall, alongside the driveway exit.

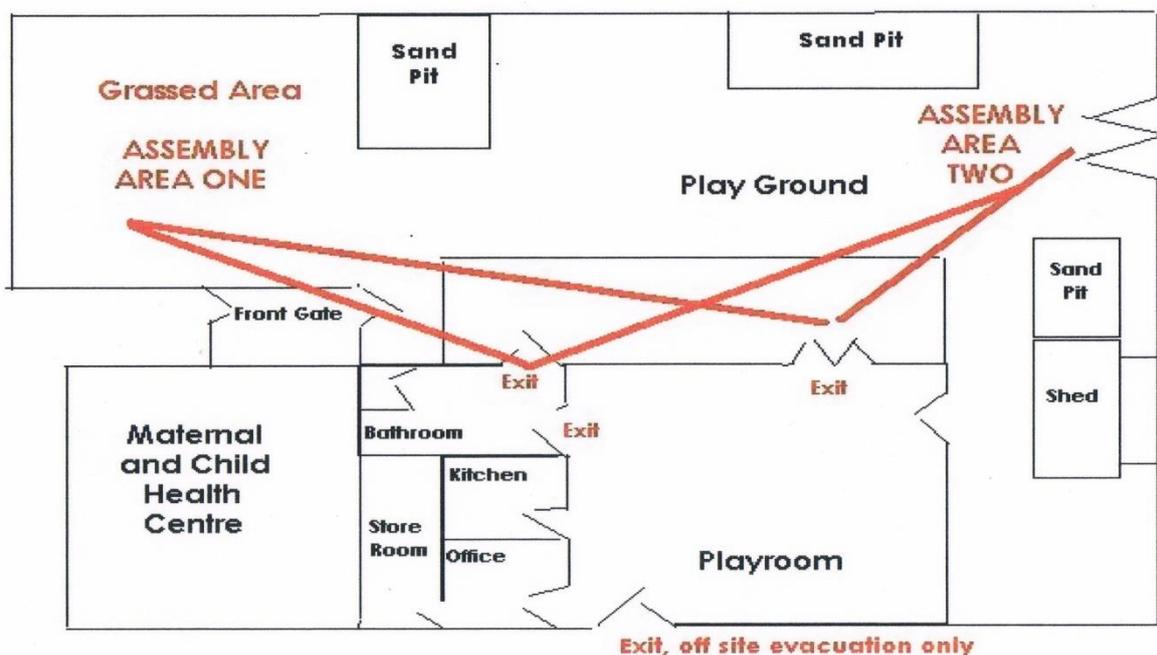
If the entire area needs to be evacuated

2. The secondary assembly area is: Bundoora Primary School, Balmoral Avenue, Bundoora.

Should the need arise to assemble children **inside** the pre-school building, for example: in the case of a nearby chemical spill, the following action should be taken:

- Children are to enter the building by the nearest door and sit on the mat in the playroom.
- Staff members and parents/carers on duty are to check that no children are still playing/hiding outside.
- Once inside, all windows and doors of the building are to be closed.
- Children on the mat must be counted and names checked against names in the attendance book.
- Emergency services are to be notified.

TRIAL EVACUATIONS must be carried out on a regular basis, using alternate exit routes and assembly areas. The trials are essential for familiarising staff, children and parents/carers with the evacuation procedure and serve to highlight, and allow resolution of, any issues associated with the procedure. The outside to inside procedure should also be practised.



ATTACHMENT 3

The following template should be completed and updated at least at the commencement of a new pre-school year, or in the event of staff/committee changes

In the event of a serious emergency, or one wherein a staff member who is directly responsible for the supervision of the children is injured or incapacitated, the following individuals, dependent on who is already on the premises, should be called, in the order listed:

Copies of this list should be kept in a prominent position, close to the phone in the office

Name	Designation	Phone number	Proximity
Staff Member 1	Nominated Supervisor/teacher		Bundoora
Staff Member 2	Certified Supervisor/teacher		Bundoora