

EMERGENCY AND EVACUATION POLICY

Mandatory – Quality Area 2

Precious Gems Childcare Pty Ltd trading as "Kids Haven Childcare"

Quality Area 2.2	Safety – Each child is protected
Quality Area 2.2.1	Supervision
Quality Area 2.2.2	Incidents and emergency management

Legislative Requirements/ Educational & Care National Regulations

Section (National Law) 51(1)(a)	Ensures the safety, health and wellbeing of the children being educated and cared for by the service;
National Law Section 167	Offence relating to protection of children from harm and hazards
National Law Section 169(2) (4)	Offence relating to staffing arrangements - An approved provider and Nominated Supervisor of an education and care service must ensure that each educator educating and caring for children for the service meets the qualification requirements relevant to the educator's role as prescribed by the national regulations
National Law Section 174(2)(b)	You must notify the regulatory authority <u>within 24 hours</u> of any complaint alleging that a serious incident has occurred while the child is educated and cared for or complaints alleging that the Law has been contravened.
National Law Section 175	Offence relating to requirement to keep enrolment and other documents
Regulation 12	Meaning of serious incident
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Ensuring that a parent/guardian of the child is notified as soon as is practicable, but not later than 24 hours after the occurrence
Regulation 87	Incident, injury, trauma and illness record
Regulation 89	First aid kits
Regulation 97	Emergency and evacuation procedures
Regulation 97(1)(b)	Developing an emergency and evacuation floor plan
Regulation 97(3)(a)	Ensuring that the emergency and evacuation drills are rehearsed and documented at least once <u>every 3 months</u> by everyone attending the service.
Regulation 97(4)	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, and near each exit that forms part of the evacuation route out of the service
Regulation 98	Telephone or other communication equipment
Regulation 99	Children leaving the Education and Care Service
Regulation 122	Ensuring children are actively supervised at all times
Regulation 136	First aid qualifications – Regular training
Regulation 158	Attendance Record
Regulation 161	Authorisation to be kept in enrolment record
Regulation 162	Notifying the service, upon enrolment or diagnosis, of any medical conditions and/or needs, and any management procedure to be followed with respect to that condition or need
Regulation 162(2)	Ensuring that the service is provided with a current medical management plan, if applicable
Regulation 168	Education and Care must have policies and procedures
Regulation 175	Prescribed information to be notified to Regulatory Authority
Regulation 176	Time to notify certain information to Regulatory Authority
Regulation 183(2)	Storage of records and other documents The records must be kept—

(a) if the record relates to an **incident, illness, injury or trauma suffered by a child** while being educated and cared for by the education and care service, until the child is aged **25 years**;

(b) if the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the education and care service, until the child is aged **25 years**;

Related Service policies

- *Lockdown Policy*

Family Communication Policy

- *Acceptance and Refusal Policy*
- *Arrival and Departure Policy*
- *Incident, Illness, Accident and Trauma*
- *Supervision Policy*
- *Health and Safety Policy*
- *Retention of Records Policy*

PURPOSE

Kids Haven Childcare has a duty of care to maintain the safety and well-being of each child, educator, and all persons using or visiting the Service during an emergency or evacuation situation. We are committed to identifying risks and potential hazards of emergency and evacuation situations by conducting thorough risk assessments on an annual basis and continually plan for further risk minimisation and improvement to our policy and procedures.

POLICY STATEMENT

1. VALUES

Precious Gems Childcare is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Kids Haven Childcare
- 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, 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 Kids Haven Childcare, including during offsite excursions and activities.

3. RESPONSIBILITIES

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in charge day-to-day	Early childhood teachers, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring the <i>Emergency and Evacuation Policy</i> and procedures are in place	R	√			
Taking reasonable steps to ensure that nominated supervisors, early childhood teachers, educators, staff and volunteers follow the policy and procedures and are aware of their responsibilities	R	√			
Completing the DET Emergency Management Plan (<i>refer to Definitions</i>) (<i>refer to Attachment</i>), and attaching a copy to this policy	R	√	√		
Ensuring the service's emergency management contact details are up to date on NQA ITS online portal	R	√			

Identifying if the service is on the BARR (<i>refer to Definitions</i>)	R	√			
Conducting a risk assessment (<i>refer to Definitions</i>) to identify potential emergencies that the service may encounter (<i>Regulation 97(2)</i>) (<i>refer to Attachment</i>)	R	√	√		
Conducting a risk assessment (<i>refer to Definitions</i>) of emergency evacuation routes and assembly points	R	√	√		
Developing instructions for what must be done in the event of an emergency (<i>Regulation 97(1)(a)</i>) (<i>refer to Attachment</i>)	R	√	√		
Appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (<i>refer to Attachment</i>)	R				
Developing an emergency and evacuation floor plan (<i>refer to Definitions</i>) (<i>Regulation 97(1)(b)</i>) (<i>refer to Attachment</i>)	R	√			
Ensuring that a copy of the emergency and evacuation floor plan (<i>refer to Definitions</i>) and instructions are displayed in a prominent position near 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>)	R	√	√		
Ensuring that the emergency and evacuation drills (<i>refer to Definitions</i>) are rehearsed and documented at least once every 3 months by everyone attending the service. If the service has more than one emergency and evacuation procedure (evacuation and lockdown) all procedures must be rehearsed over the course of the year. (<i>Regulation 97(3)(a)</i>) (<i>refer to Attachment</i>)	R	√	√		
Ensuring that all staff, students, volunteers and visitors are aware of emergency evacuation points	R	√	√		
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	√	√		
Developing procedures that consider collecting children's medication and managing children's medical conditions	R	√	√		
Providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.	√	√	√	√	√
Testing alarms and communication systems regularly, such as on a monthly basis	R	√			
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	√			
Identifying potential onsite hazards and taking action to manage and minimise risks (<i>refer to Attachment</i>)	R	√	√		√
Ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting	R	√			
Ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted	R	√			

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	√			
Providing a fully-equipped portable first aid kit (<i>refer to Administration of First Aid Policy</i>)	R	√			
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	√	√		√
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	√	√	√		√
Attending regular training to ensure that they are able to deal with emergency situations e.g., first aid (<i>Regulation 136</i>), emergency management and OHS training	R	R	√		√
Regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)	R	√	√		√
Developing procedures to debrief staff following emergency incidents	√	√			
Providing support to children before, during and after emergencies		√	√		√
Conducting checks of documentation and practices to ensure all requirements of this policy are being complied with	R	√	√		√
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 (<i>refer to Definitions</i>) at the service			√		√
Notifying DET in writing within 24 hours of a serious incident (<i>refer to Definitions</i>)	R	√			
Completing the Incident, Injury, Trauma and Illness Record (<i>refer to Definitions</i>) where required	R	√	√		√
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 (<i>National Law: Section 174(2)(c); Regulations: 175(2)(b) & (c), 176</i>)	R	√			
Reporting notifiable incidents (<i>refer to Definitions</i>) in the workplace to WorkSafe Victoria (<i>refer to Definitions</i>)	R	√			
Engaging with Fire Rescue Victoria and/or Country Fire Authority (<i>refer to Definitions</i>) regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans	R	√	√		
Identifying staff and children requiring additional assistance in the event of an emergency (<i>refer to Attachment</i>)	√	√	√		√
Ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date	R	R	√	√	

Ensuring that an attendance record (<i>refer to Definitions</i>) is completed and maintained to account for all children attending the service (<i>Regulation 158</i>)	R	R	R	R	
Keeping a written record of all visitors to the service, including time of arrival and departure	R	R	√		
Ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency	R	R	√	√	√
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	√			
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	√			
Developing procedures to deal with loss of critical functions, such as power/water shut off.	R	√			
Ensuring that children are adequately supervised at all times and protected from hazards and harm (<i>refer to Supervision of Children Policy</i>)	R	R	R		
Raising children's awareness about potential emergency situations and appropriate responses.		√	√		√

4. 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 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.

If any box is marked with a "No", it is deemed to be unsatisfactory and must be followed up using an appropriate risk assessment and control checklist.

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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.

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* 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*

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 (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.

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: 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*
 - *NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma are required to be notified, not other health matters
- 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.

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.

5. SOURCES AND RELATED POLICIES

Sources

- Australian Standards: Planning for emergencies in facilities (AS 3745–2010) available from www.infostore.saiglobal.com
- Department of Education and Training, *Guide to Preparing an Emergency Plan and Emergency Management Plan*: www.education.vic.gov.au (Search emergency management planning early childhood services)
- Department of Education and Training, *Emergency Management Plan*: www.education.vic.gov.au (Search emergency management planning early childhood services)
- 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

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 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 unless a lesser period is necessary because of a risk.

ATTACHMENT

- Complete DET's *Emergency Management Plan* and file a copy as an attachment to this policy. The template is available at: www.education.vic.gov.au (Search emergency management planning early childhood services)

AUTHORISATION

This policy was adopted by the Approved Provider of Kids Haven Childcare on 1st December 2022.

REVIEW DATE: 1/01/2024