

# Early Years Services – QA2.5 Emergency Management and Evacuation

TRIM Reference: D14/94981 Due for Review: 17 January 2022  
Responsible Officer: Coordinator Early Years

## Purpose

The Surf Coast Early Years Services defines 'emergency' as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the service's environment. It is a risk to an individual's health and safety.

## Policy Principles

Evidence of link to National Quality Standards: 2.3.3, 7.3.5,  
Evidence of link to Education & Care Services National Regulations: 97; 168(2) (e), 190(g)  
Victorian Children's Services Regulations 2020  
Maternal and Child Health Service Program Standards 2019  
Maternal and Child Health Service Program Guidelines 2019

## Scope

All Surf Coast Shire Council Early Years Services staff, students, volunteers, Family Day Care educators, children and their families accessing the services.

## Policy

Emergencies can affect individuals physically, emotionally and psychologically. Children need to feel secure and safe during and after they have witnessed an emergency, and staff/educators will provide children with opportunities to express their thoughts and feelings when possible. It may also be important to seek the advice and support from counselling services for children and adults following an emergency.

### Surf Coast Shire Council will:

- Provide support and information to staff/educators on compliance requirements for emergency and evacuation procedures.
- Each educator/staff member will be provided with a copy of the emergency management plans.
- Ensure that all Early Years Services have ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents/guardians and emergency services (r 98).
- Provide forms to assist staff/educators in the recording of emergency and evacuation practices.
- Comply with all required safety standards in relation to the operations of an education and care service/venue/Family Day Care home.
- Monitor compliance with applicable safety standards and requirements.
- Ensure an Early Years Services leadership contact is available to assist in the response to critical events.
- Offer debriefing for staff/educators after an emergency or evacuation.

### Early Years Services/Family Day Care Educators will:

- Ensure Emergency Management Plans and Emergency Evacuation Plans are reviewed and updated annually.
- Prominently display emergency procedures, including evacuation floor plan and instructions at each Emergency Exit door.
- Provide families with a copy of the emergency evacuation procedures on request.

- Identify potential emergencies, e.g. fire, floods, crime, common accidents in the venue/Family Day Care home, threatening intruder, pandemic, medical emergencies and take all precautions and develop strategies to eliminate, minimise or control each emergency and subsequent risks.
- In the event of any emergency or evacuation situation, contact the relevant Team Leader or Coordinator Early Years.
- Have local emergency services numbers and phones charged and readily available.
- Practice evacuation procedures each term, at various times of the day and week.
- A record of each rehearsal of emergency procedures will be made on an Evacuation Evaluation Form and retained for the specified period of time (r 97).
- Ensure all children in the service participate in an evacuation procedure. Evacuation procedures should be planned to cover before and after school sessions, and vacation care if services have school-age children enrolled.
- Staff/educators must have ready access to emergency equipment.
- Child records to be kept up to date and easily accessible in case of emergencies/and or evacuations.

### 1. Emergency Procedures

- Each Service will have an individual *Emergency Evacuation Plan* and an *Emergency Management Plan (located in each room)*. These will be developed following a risk assessment to identify potential emergencies relevant to each individual service (r 97) and updated annually.
- Refer to individual Emergency Evacuation Plans and Emergency Management Plans at each Service/Family Day Care home/venue.
- A copy of each service's emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises, including Family Day Care home/venues (r97).
- Refer to DET's *Emergency Evacuation Plan* template and Emergency Management Plan template. For all emergency and evacuation procedures; staff/educators are required to notify the relevant Early Years Services Team Leader or Coordinator Early Years as soon as it is safe and practicable to do so.

The following is a guide to inform the development of each individual service's Emergency Evacuation Plan and an Emergency Management Plan:

The service will develop procedures for the nominated supervisor/educators/staff for every emergency situation that has been identified through the risk assessment process. This document will be developed in conjunction with DET and other government organisations, where applicable.

These may include but are not limited to the following emergencies:

- fires and/or bushfires
- bomb threats
- missing child
- intruders (animal or human)
- power failures or electrocution
- the involvement of firearms or other weapons
- structural damage
- burglary
- natural disasters, such as a flood, cyclone, thunderstorm or earthquake
- pandemic.

The service will seek recommended practices from recognised authorities, such as:

- Surf Coast Shire Council Emergency Management Procedures
- Fire Department
- Police
- St. John Ambulance
- Local hospital or health related specialists (paramedics, doctors, nurses)
- State Emergency Service (SES).
- Department of Education and Training (DET)
- Department of Health and Human Services (DHHS)

## 2. Transporting Children

Refer to the *Surf Coast Shire Council Community Bus Policy (D13/4217)* and MPP030 Motor Vehicle (D14/79562) in relation to the transport of children.

Family Day Care – refer to the *Family Day Care Transport / Vehicle policy (D15/3533)* in relation to the transport of children.

## 3. Evacuation Evaluation

Services will undertake an evaluation of all evacuation procedures undertaken by the service.

Refer to *Emergency Evacuation Observer's Checklist (D14/48396)*, *Family Day Care (D15/87121)*

## 4. Fire

### Compliance

- The service will comply with relevant fire safety requirements of the appropriate Fire and Emergency Services Authority.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. This is not applicable to Family Day Care.
- Smoke detectors will be fitted in accordance with the manufacturer's instructions and will be placed to provide adequate warning of smoke and so that staff/educators will hear the alarm from anywhere within the education and care premises.

A maintenance schedule will be kept to confirm that these devices are regularly checked and maintained in working order.

## 5. Incident, Injury or Trauma Recording

The services must ensure that an incident, injury, trauma and illness record is kept in accordance with r87. The Nominated Supervisor / FDC Educator will ensure an Incident, Injury, Trauma and Illness Record is completed for any situation where a child receives an injury, is exposed to a serious incident or is subjected to trauma while being educated and cared for by the service.

The Incident, Injury, Trauma and Illness Record must include:

- a) Details of any incident in relation to a child or injury received by a child or trauma to a child which has been subjected while being educated and cared for by the service including the:
  - name and age of the child
  - circumstances leading to the incident, injury trauma
  - time and date the incident occurred, the injury was received or the child was subjected to trauma.
- b) Detail of the actions taken by the service in relation to any incident, injury, or trauma which a child suffered whilst in the service including any:
  - First Aid applied
  - Emergency personnel contacted.
- c) Details of any person who witnessed the incident, injury or trauma.
- d) The name of the person:
  - whom the service notified or attempted to notify of any incident, injury, or trauma the child suffered while at the service.
  - the time and date of the notification or attempted notifications.
- e) The name and signature of the person making an entry in the record and the time and date that the entry was made.

The aforementioned information must be included in the *the Incident, Injury, Trauma and Illness Record* as soon as is practicable; but not later than 24 hours after the incident, injury, trauma occurred. (Refer to *Incident Reporting Requirements* below).

Refer to *Incident, Injury, Trauma and Illness Early Years Services Record* form (D15/63330).

## 6. Parent / Guardian Notification

Parents/guardians will be notified as soon as is practicable (within 24 hours) when a child is involved in any incident, injury, trauma while the child is being educated and cared for by the service (r86).

## 7. Incident Reporting Requirements

DET Requirements

If any child requires emergency medical attention for an incident, injury, trauma or illness that constitutes a serious incident (refer to Glossary in this ACECQA Guide to the National Quality Framework), the service must notify DET within 24 hours of the incident, injury, trauma or illness occurring.

Surf Coast Shire Council Requirements

Refer to the following Surf Coast Shire Council Documents:

- SCSC OHS 9.0 Injury / Incident Reporting
- SCSC Hazard, Accident or Near Miss Report
- SCSC Incident Management Employees Guide

## Definitions

Not applicable

## Related Procedure

Nil.

## References

### Related Surf Coast Shire Council and Early Years Services Policies

D14/105413	Early Years Incident, Injury, Trauma & Illness Policy
D14/94986	Early Years First Aid Policy
D15/32925	Early Years Medical Conditions & Medications Policy
D15/33004	Early Years Supervision of Children Policy
D15/16286	Early Years Access & Inclusion Policy
D15/35312	Early Years Child Safe Environment Policy
D15/35333	Family Day Care Transport & Vehicle Policy
OHS 8.0	Emergency Procedures and First Aid
OHS WI-001	Emergencies
SCS-020	Community Bus Policy
MPP-030	Motor Vehicle Policy
MPR-021	Code Red/Extreme Fire Danger Preparedness Policy and Procedure

### Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

D14/28577	Family Day Care Supervision of Children Work Instructions
D14/48396	Emergency Evacuation Observer's Checklist
D15/87121	Family Day Care – Emergency Evacuation Observer's Checklist Form
D15/63330	Incident, Injury, Trauma and Illness Early Years Services Record Form
D16/5904	Emergency/Excursion Backpack Checklist
WHS27.1	Emergency Warden and First Aid Officer
OHS 9.0	Injury/Incident Reporting
WHS 9.1	Incident Report Form
WHS 2.0	Hazard Inspection, Risk Assessment and Control
D20/3979	Early Years Unit Severe, Extreme and Code Red Fire Danger Work Instruction
D19/138090	Telstra Desktop Messaging – SMS communication for Early Years Services Emergency Work Instruction

**Early Years site Emergency Management Plans**

- D19/95576 Lorne Pre-School EMP
- D19/95567 Anglesea Kindergarten EMP
- D19/95554 Jan Juc Pre-School EMP
- D19/95590 Helen M Kininmonth Pre-School EMP
- D19/96587 Kurrabee Myaring Community Centre EMP
- D20/27986 Torquay Children’s Hub EMP

**Family Day Care Individual Emergency Management Plans**

- D16/110970 Paula Hinds
- D16/113788 Marie Althaus
- D16/114184 Jacquelyn Powell
- D17/82676 Lisa Adams
- D17/139352 Debbie Jenkins
- D18/62629 Talitha Michael
- D18/149874 Natasha Spaul
- D19/88373 Stephanie Takle
- D19/198144 Alyce Stribling
- D20/25064 Laura Sanchez
- D20/46263 Clare and Keith Dunham

**Other References**

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- ACECQA National; Quality Framework Resource Kit
- Victorian Children’s Services Regulations 2020
- Maternal and Child Health Service Program Standards 2019
- Maternal and Child Health Service Program Guidelines 2019

**Document History**

Version	Document History	Approved by – Date
1	Approved	General Manager, Culture and Community – 1 April 2014
2	Amended	Manager Aged and Family – 1 May 2015
3	Amended	Manager Aged and Family – 23 June 2017
4	Amended	Manager Community Strengthening – 13 February 2019
5	Amended	Manager Community Strengthening – 17 July 2020