

Early Years Services – QA2.5 Emergency Management and Evacuation

TRIM Reference: D14/94981 Due for Review: 24 June 2023
Responsible Officer: Coordinator Early Years

Purpose

Surf Coast Shire Early Years Services are committed to ensuring the safety, health and wellbeing of children attending our education and care services by identifying the risks and hazards of emergency and evacuation situations. Children, educators and staff will regularly practice the services emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation / [lockdowns](#).

Policy Principles

Evidence of link to National Quality Standards: 2.2.2, 2.3.3, [3.2.1, 7.3.5, 1.2](#),
Evidence of link to Education & Care Services National Regulations: [97, 98](#), 168(2) (e), 169, 170, 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 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. We are committed to ensuring the safety, health and wellbeing of children attending our education and care service by identifying the risks and hazards of emergency and evacuation situations. Children, educators and staff will regularly rehearse our emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation.~~

Surf Coast Shire Council will:

- ~~Provide support and information to staff/educators on compliance requirements for emergency and evacuation procedures.~~
- ~~ensure that all educators and staff are trained in the emergency and evacuation procedures and aware of their roles and responsibilities in an emergency or evacuation~~
- ~~ensure that all educators and staff are aware of emergency evacuation points~~
- ~~Provide each educator/staff member with a copy of the current emergency management plans.~~
- ~~Create Emergency Management Plans (EMP) that include risk assessments that identifies potential emergencies relevant to your service. Services will need to consider different types of emergencies. Emergencies situations can range from fire and smoke, to personal injuries and threats, bomb threats, suspicious mail, biohazards and chemical spills, gas leaks, floods and other natural disasters. Such emergencies may necessitate a need to evacuate or initiate a lock down.~~
- ~~Ensure Emergency Management Plans and Emergency Evacuation Plans are reviewed and updated by the 1 September each year and recorded internally on a bushfire at risk register (FDC D19/115245).~~

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- 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 residence/in-venue.
- 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, children and families after an emergency or evacuation.

Early Years Services Staff / Family Day Care Educators will:

- ~~Ensure Emergency Management Plans and Emergency Evacuation Plans are reviewed and updated by the 1 September each year.~~
- Display an emergency and evacuation floor plan at each service (the plan and instructions must be displayed in a prominent position near each exit at the service premises, and should be displayed prominently near each exit that forms part of the evacuation route out of the service). Prominently display emergency procedures, including evacuation floor plans 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 residence, 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.
- Rehearse and document emergency and evacuation procedures every three months. If the service has more than one emergency and evacuation procedure, all procedures must be rehearsed every three months. For example, if you have identified both a lock down and evacuation response procedure in your risk assessments, and incorporated them in your emergency plan, you will need to rehearse both every three months. Practice evacuation procedures every three months, at various times of the day and week.
- Record each practice of evacuation procedures on an Emergency Evacuation Observer's Checklist and retain this form 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.
- Conduct a risk assessment of emergency evacuation routes and assembly points - consider the risks in relation to emergency and evacuation procedures rehearsals - there are risks inherent in the rehearsal of emergency and evacuation procedures as well as in the actual event of an emergency, and the need for risk assessments should be considered.
- Have ready access to emergency equipment.
- 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.
- Ensure child records are 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 / residence / venue). These will be developed following a site-specific risk assessment to identify potential emergencies relevant to each individual service (r 97) and updated annually. Site-specific factors to consider would be: its location, neighbours, configuration (including multi-storey), identified assembly points, needs of the children, and staffing (including ancillary staff).
- A copy of each service's emergency and evacuation floor plan and instructions are displayed in a prominent position near each emergency exit at the service premises, including Family Day Care residence/in-venue (r97).

- 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:

- Building fire / Bushfires and/or bushfiresGrassfire
- bomb/substance threats
- major external emissions/spill (includes gas leaks)
- missing child
- medical emergency
- traumatic death/injury/grief
- metal stress
- child abuse
- snake
- Violence, aggression and/or harassment
- intruders (animal or human)
- loss of essential services power failures or electrocution
- the involvement of firearms or other weapons
- structural damage
- asbestos
- burglary
- natural disasterssevere weather event, such as a flood, extreme heat, cyclone, thunderstorm or earthquake
- smoke
- pandemics or communicable diseases
- information security-

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)* and *Early Years Safe Transportation of Children and Road Safety Policy (D18/125865)* 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

Evacuation procedures must be rehearsed and documented every three months. If the service has more than one emergency and evacuation procedure, all procedures must be rehearsed every three months. For example, if you have identified both a lock down and evacuation response procedure in your risk

assessments, and incorporated them in your emergency management plan, you will need to rehearse both every three months.

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 in *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

Emergency ~~_____~~ An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down or other type of emergency response. ~~is defined 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.~~

Emergency drill / rehearsal ~~_____~~ A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response.

Evacuation floor plan ~~_____~~ An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults. It may also have the name 'evacuation diagram'

Lockdown ~~_____~~ A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved.

Risk Assessment ~~_____~~ A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.

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 <u>Catastrophic</u> / 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
D19/115245	Family day Care – Bushfire at risk register
D14/18847 D14/48396	_____ <u>WHS 27.3 Emergency Evacuation Exercise Observers Checklist</u>
	<u>Emergency Evacuation Observer's Checklist</u>
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 ~~Catastrophic/ Extreme 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

- D22/118777 Lorne Pre-School EMP
- D22/118767 Anglesea Kindergarten EMP
- D22/118762 Jan Juc Pre-School EMP
- D22/118782 Helen M Kininmonth Pre-School EMP
- D22/146637 Kurrabee Myaring Community Centre EMP
- D22/155875 Torquay Children’s Hub EMP

Family Day Care Individual Emergency Management Plans

- D22/145743 Paula Hinds
- D22/145207 Marie Althaus
- D22/145400 Jacquelyn Powell
- D22/145309 Stephanie Takle
- D22/145681 Lorne Community House – Melissa Exton - FDC in-venue
- D22/145465 Laura Sanchez
- D22/145819 Sharon Jenkins – Aireys Inlet After School Care – Aireys Inlet Primary School in-venue

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
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4	Amended	Manager Community Strengthening – 13 February 2019
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