

# Early Years Services – QA 2.27 Bush/Beach Kinder Emergency Evacuation

TRIM Reference: D15/73628 Due for Review: 13 June 2024  
Responsible Officer: Coordinator Early Years

## Purpose

This policy outlines Surf Coast Shire Council's commitment to ensuring the Bush/Beach Kinder programs has specific evacuation procedures for children, staff and volunteers attending the Bush/Beach Kinder program in response to an emergency or hazard that may arise during a session.

## Policy Principles

The aim of this policy is to provide the appropriate response to such an incident or emergency to ensure the safety and wellbeing of all Bush/Beach Kinder participants.

## Scope

This policy applies to all Surf Coast Shire Council Early Years Services staff, students, volunteers, children and their families accessing the services.

## Policy

**The Surf Coast Shire Early Years Management are responsible for:**

- adhering to all requirements in Emergency Management Policy (EMP) and Incident, Injury, Trauma and Illness Policy
- monitoring and reviewing the WHS Bush Kindergarten Risk Assessment which identifies a number of potential hazards and risks and mechanisms for their treatment
- monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a series of safe evacuation routes and assembly points related to the particular bush/beach kinder site (see work instructions)
- ensuring emergency evacuation procedures are included in teachers' documentation carried at Bush/Beach Kinder
- ensuring a fully equipped First Aid Kit is included with the Bush/Beach Kinder gear and equipment, and that all staff are aware of the location
- conducting regular practice drills for Bush/Beach Kinder staff that includes the operation of communication systems and evacuation procedures
- ensure all staff, students and volunteers are inducted in relation to emergency evacuation
- ensure procedures are in place at during Bush/Beach kinder to identify which staff are in attendance at any one time, such as the sign-in sheet.

**Staff are responsible for:**

- ensuring the safety of the children, fellow staff members and volunteers, protecting them from hazards at Bush/Beach Kinder.
- being aware of the Bush/Beach Kinder evacuation procedures set out in this policy, along with the evacuation assembly points in the different emergency scenarios.
- providing awareness and support to children before, during and after emergencies.
- providing input into the development of procedures to be followed in the event of an emergency situation, and contributing to the review of the procedures following an emergency incident.
- informing management and reporting notifiable incidents to the DET.
- recording incidents and displaying relevant information on the NQAITS Portal.
- ensuring that all children, staff and volunteers are accounted for in the event of an evacuation.

### Parents/guardians are responsible for:

- reading and being familiar with the policy
- bringing relevant issues to the attention of both staff and management
- ensuring children are signed in and out as per the requirements of the Delivery and Collection of Children Policy
- supporting children's awareness and education in emergency situations
- following the directions of staff during an emergency, incident or drill.

### Relevant legislation includes but is not limited to:

- Occupational Health and Safety Act 2004
- Education and Care Services National Law Act 2010 (National Law)
- Education and Care Services National Regulations 2011 (The Regulations) and the National Quality Standard (Schedule 1 of the Regulations)

## Definitions

Assembly point: A predetermined and safe place for the Bush/Beach Kinder group to meet after an emergency evacuation.

Emergency: A sudden, unforeseen crisis (usually involving danger) that requires immediate action.

Emergency evacuation: Is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard.

Evacuation route: A predetermined and mapped safe route to move people away from a threat or danger. At Bush/Beach Kinder, the route taken will depend on the emergency/danger.

Hazard: The potential to harm a person's health or safety that can arise from the environment, equipment, substances, poor work design and inappropriate practices and procedures

There are a multitude of possible emergency situations that may arise at Bush/Beach Kinder. These include, but are not limited to:

- Fire / Bushfire
- Chemical hazards
- Missing child
- Aggressive dogs off leads
- Other animal intruders
- Uninvited person/stranger (threatening, causing a nuisance or unease for staff and participants)
- Toxic leak
- Hostage/siege
- Natural events, such as extreme weather, floods, severe winds, thunderstorm or earthquake
- The involvement of firearms or other weapons
- Hazardous substances incidents
- Medical emergency (refer to Incident and Medical Emergency Management Policy).
- Accident

## Related Procedure

Nil.

## References

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

D15/74634	Bush Kindergarten Play Benefit and Risk Policy
D15/74620	Bush Kindergarten Delivery and Collection of Children Policy
D15/74610	Bush Kindergarten Snake Awareness and First Aid Policy
D15/74606	Bush Kindergarten Protective Clothing Policy
D15/74583	Bush Kindergarten Management of Dogs Policy
D15/74477	Bush Kindergarten Identification & Visibility Policy
D15/74476	Bush Kindergarten Extreme Weather Policy
D15/35312	Early Years Child Safe Environment Policy
D15/35364	Early Years Sustainability Policy
D18/116438	Code Red and Extreme Fire Danger Policy - MPP021

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

D20/3979	Early Years Unit – Catastrophic/ Extreme Fire Danger Work Instructions
D14/87971	WHS 2.2 Early Years Risk Assessment Management Plan
D18/71916	Bush Kindergarten Emergency Evacuation Work Instructions - Bellbrae Reserve
D18/71918	Bush Kindergarten Emergency Evacuation Work Instructions - Fishermans Beach
D18/71921	Bush Kindergarten Emergency Evacuation Work Instructions - Jan Juc Bush Site
D18/71923	Bush Kindergarten Emergency Evacuation Work Instructions - Point Roadknight
D18/71928	Bush Kindergarten Emergency Evacuation Work Instructions - Winchelsea Church
D18/71931	Bush Kindergarten Emergency Evacuation Work Instructions - Stribling Reserve
D18/71933	Bush Kindergarten Emergency Evacuation Work Instructions - Torquay Common
D21/76221	Bush Kindergarten Emergency Evacuation Work Instructions - YMCA
D19/111386	Bush Kindergarten Emergency Evacuation Work Instructions – Deep Creek Reserve
D22/203867	Bush Kindergarten Emergency Evacuation Work Instructions – Distillery Creek
D22/203864	Bush Kindergarten Emergency Evacuation Work Instructions – Eumeralla

## Document History

Version	Document History	Approved by – Date
1	Approved	Manager Aged and Family – 1 October 2015
2	Amendment/Review	Manager Aged and Family – 21 September 2018
3	Amendment/Review	Manager Community Strengthening – 9 January 2020
4	Amendment/Review	Manager Community Strengthening – 16 June 2021
5	Amendment/Review	Manager Community Strengthening – 13 December 2022