

## EMERGENCY AND EVACUATION POLICY

<b>Policy Number</b>	P-Q2-M011	<b>Version Number</b>	4.00
<b>Drafted by</b>	Director of Education	<b>Approved Date:</b> <b>Review Date:</b>	January 2025 January 2026
<b>Responsibility</b>	The Board of Bubup Womindjeka Family and Children's Centre Association (Inc.) (See definitions)		
<b>Related Service Policies</b>	<ul style="list-style-type: none"> <li>Administration of First Aid Policy</li> <li>Administration of Medication Policy</li> <li>Delivery and Collection of Children Policy</li> <li>Supervision of Children Policy</li> <li>Occupational Health and Safety Policy</li> <li>Staffing Policy</li> <li>Incident, Injury, Trauma and Illness Policy</li> </ul>		
<b>Legislation and Standards</b>	<p>Relevant legislation and standards include but are not limited to:</p> <ul style="list-style-type: none"> <li>Education and Care Services National Law Act 2010</li> <li>Education and Care Services National Regulations 2011: Regulations 97, 98, 168(2)(e)</li> <li>National Quality Standard, Quality Area 2: Children's Health and Safety                             <ul style="list-style-type: none"> <li>Standard 2.3: Each child is protected</li> <li>Element 2.3.3 – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented</li> </ul> </li> <li>Occupational Health and Safety Act 2004</li> </ul>		
<b>Sources</b>	<ul style="list-style-type: none"> <li>Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745–2002)</li> <li>Department of Education and Training, Emergency Management Plan Guidelines and Emergency Management Plan</li> <li>Metropolitan Fire Brigade: <a href="http://www.mfb.vic.gov.au">www.mfb.vic.gov.au</a></li> <li>State Emergency Service: <a href="http://www.ses.vic.gov.au">www.ses.vic.gov.au</a></li> <li>WorkSafe Victoria: <a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a></li> </ul>		

### AUTHORISATION

This policy will be adopted by the Bubup Womindjeka Family and Children's Centre Board of Governance on 15<sup>th</sup> August 2016.

### PURPOSE

This policy will provide guidelines to ensure:

- the development of specific emergency and evacuation procedures, practices and guidelines at Bubup Womindjeka Family and Children's Centre.
- the awareness of everyone attending the centre about potential emergency situations and appropriate responses.

### PRINCIPLES

Bubup Womindjeka Family and Children's Centre is committed to:

- providing a safe environment for all children, staff and persons participating in programs at BW FCC
- 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.

## SCOPE

This policy applies to the Approved Provider, 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 Bubup Womindjeka Family and Children's Centre.

## DEFINITIONS

The terms defined in this section relate specifically to this policy.

**Attendance record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, name of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

**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 and staff to deal with incidents or situations that could pose a threat to life, health or property.

**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](http://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 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

## BACKGROUND AND IMPLEMENTATION

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.

### Emergency and Evacuation Management Planning

Emergency and evacuation policies and procedures are based on risk assessments that identify potential emergencies relevant to the service (Regulation 97). The centre implements the Emergency Management Plan (EMP) as part of everyday operations.

Bubup Womindjeka Family and Children's Centre has a duty of care to the children, staff, volunteers, students, visitors and all attending the service. Under the Occupational Health and Safety Act 2004, the centre provides a healthy and safe environment for all persons who access the centre's facilities and/or programs. Evacuation drills are carried out on a quarterly basis, using assigned exit routes and assembly areas and staff follow all emergency evacuation procedures. For a fire, the alarm alerts all staff to the danger; it also registers at the Metropolitan Fire Brigade. On hearing the alarm, or on being advised to evacuate for any other reason, staff members, parents and students on duty, stop all activities immediately and gather children together. Staff have designated positions at the head and rear of the line and children are evacuated via the nearest safe exit to the selected assembly area where a roll call is carried out. If safe to do so, the doors to the centre are closed after checking the bathrooms, staff room, kitchen and offices prior to leaving the building.

All staff, parents and students on duty are required to become familiar with these procedures and the Evacuation Diagram Exit Plans that are displayed throughout the centre and the Area Map for emergencies and evacuation. The Evacuation Diagram Exit Plans and Area Map indicate the available exit routes and the direction of travel to the assembly areas.

### Assembly Areas

Each room's Primary Lock Down Assembly Point is their own room. If this area becomes untenable due to smoke or other problems, then the Primary Off-Site Assembly Point is used.

Primary Off-Site Assembly Point is located in Lagoon Reserve. Exit for Rooms 3-6 via back gates in EYP playground. Exit for rooms 1, 2, 7 and 8 is via kindergarten playground gates.

Secondary Off-Site Assembly Point is located in Edwards Park on the opposite side of Liardet Street. Exit the

building according to the instructions given by management. If no instructions are provided, then exit via Primary Exit gates.

## ROLE RESPONSIBILITIES

### **The Approved Provider (Board of Governance) is responsible for:**

The Bubup Womindjeka Family and Children's Centre Board is the Approved Provider and has ultimate responsibility for the management and control of the service.

The Board delegates operational responsibility and day to day management of the service to the Nominated Supervisor and monitors the performance of the organisation, including responsibilities contained in this policy, through regular reporting and by ensuring appropriate resources are available to carry out the organisation's functions

### **The Nominated Supervisor and Persons in Day to Day Charge are responsible for:**

- completing the DET Emergency Management Plan (refer to Sources for the link), lodging this with the relevant DET regional office
- conducting a risk assessment to identify potential emergencies that the service may encounter (Regulation 97(2)) (refer to Emergency Management Plan)
- developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) (refer to Emergency Management Plan)
- appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (refer to Emergency Management Plan)
- developing an emergency and evacuation floor plan (Regulation 97(1)(b)) (refer to Emergency Management Plan) and display in prominent positions
- ensuring that the emergency and evacuation procedures are rehearsed at least once every month by all at the service including proposed route and the emergency procedure (Regulation 97(3)(a))
- ensuring that the rehearsals of the emergency and evacuation procedures are documented (Regulation 97(3)(b)) (refer to 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 (Emergency Management Plan)
- ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting
- ensuring the location of emergency evacuation 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 (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
- informing the Approved Provider of any serious or notifiable incidents (refer to Definitions) that must be reported to DET or WorkSafe Victoria

## **Educators and all other staff are responsible for:**

- implementing the procedures and responsibilities in this policy and the service's Emergency Management Plan
- 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
- rehearsing emergency evacuation procedures with the children at least once every 3 months (or more often, as required) and ensuring that these are documented (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 Nominated 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
- 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 Nominated Supervisor will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures

### Relevant Forms/Documents

Emergency Management Plan  
Emergency Evacuation Procedures  
Emergency and Evacuation Floor Plans  
Emergency Contacts Lists  
Attendance Records  
Educators Actions During Emergency Evacuation

### Version History

Date	Version	Author/s	Details
July 2014	1.00	Public officer	New policy
April 2016	2.00	Chief Executive Officer	Revision for updated format, document ID, related policies and relevant legislation and standards. Addition of definitions and evaluation.
June 2017	3.00	Board of Governance	Slight formatting adjustments.
August 2019	4.00	Director of Education	Policy reviewed and updated.
January 2021	4.00	Director of Education	Policy reviewed and minor editorial amendments made.
January 2022	4.00	Director of Education	Policy reviewed and minor editorial amendments made.
January 2023	4.00	Director of Education	Policy reviewed and no updates made.
April 2024	4.00	Director of Education	Policy reviewed and no updates made.
February 2025	4.00	Director of Education	Policy reviewed and no changes made.