



## EMERGENCY AND EVACUATION POLICY

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**Mandatory – Quality Area 2**

### **AUTHORISATION**

This policy was adopted by the Approved Provider of Holy Trinity Kindergarten on 13/06/14.

**REVIEW DATE:** 13/06/15

### **PURPOSE**

This policy will provide a framework for:

- The development of specific emergency and evacuation procedures, practices and guidelines at Holy Trinity Kindergarten.
- Raising the awareness of everyone attending Holy Trinity Kindergarten about potential emergency situations and appropriate responses.

### **POLICY STATEMENT**

#### **VALUES**

Holy Trinity Kindergarten is committed to:

- Providing a safe environment for all children, staff and persons participating in programs at Holy Trinity Kindergarten.
- 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 HTK.
- Ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at HTK.

#### **SCOPE**

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Holy Trinity Kindergarten, including during offsite excursions and activities.

### **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 HTK premises e.g. flood, fire or a situation that requires HTK premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response and recovery.

HTK is 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 HTK (Regulation 97).



Early childhood services have a duty of care to the children, staff, volunteers, students, visitors and all attending the facility. 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 HTK's facilities and/or programs.

All services in Victoria are required to have an *Emergency Management Plan* (EMP) as part of their everyday 'best practice' operations. The Department of Education and Early Childhood Development (DEECD) provides *Emergency Management Plan Guidelines* and an *Emergency Management Plan* template to assist services develop and review their EMP. All services must complete the required sections of the plan and lodge it with the relevant DEECD regional office. A copy should also be attached to this procedure.

### 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*: Regulations 97, 98, 168(2)(e)
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
  - Standard 2.3: Each child is protected
  - Element 2.3.3 – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
- *Occupational Health and Safety Act 2004*

### DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

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

**Country Fire Authority (CFA):** CFA respond to a variety of fire and emergency incidents. They are also involved in a range of other activities including:

- fire safety building inspections
- delivering community awareness, education and safety programs
- post-incident analysis and fire investigation
- fire prevention planning and land use planning at a municipal level.

**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 HTK 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, educators and staff to deal with incidents or situations that could pose a threat to life, health or property. *Emergency Management Plan Guidelines* and an *Emergency Management Plan* template are available on the DEECD website (refer to *Sources* below).



**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 HTK. 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 HTK including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person HTK 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 DEECD 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 HTK in contravention of the regulations or is mistakenly locked in/out of HTK premises (Regulation 12). A serious incident should be documented in an *Incident, Injury, Trauma and Illness Record* (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (DEECD) must be notified within 24 hours of a serious incident occurring at HTK (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.

## SOURCES

- Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745–2002)
- Department of Education and Early Childhood Development, *Emergency Management Plan Guidelines* and *Emergency Management Plan*: [www.education.vic.gov.au/management/emergency.htm](http://www.education.vic.gov.au/management/emergency.htm)
- Metropolitan Fire Brigade: [www.mfb.vic.gov.au](http://www.mfb.vic.gov.au)
- Country Fire Authority: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- State Emergency Service: [www.ses.vic.gov.au](http://www.ses.vic.gov.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

## RELATED POLICES AND PROCEDURES

- *PROC09*      *Emergency and Evacuation Procedure*
- *PO22*        *Administration of First Aid Policy*
- *PO19*        *Administration of Medication Policy*
- *PO13*        *Delivery and Collection of Children Policy*
- *PO5*         *Incident, Injury, Trauma and Illness Policy*
- *PO33*        *Occupational Health and Safety Policy*
- *PO12*        *Staffing Policy*
- *PO18*        *Supervision of Children Policy*

## 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
- assess the ability of the Nominated Supervisor, Certified Supervisor, educators, staff, children and others to follow the policy and procedures in the event of an emergency
- review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes



- use information gained from spot checks and the *Incident, Injury, Trauma and Illness Record* to inform proposed changes to this policy
- revise the policy and procedures as part of HTK'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.

## ATTACHMENTS

- Nil

Version	Action	Date
PO6	Endorsed	13.06,13
PO6.R1	updated EMP Plan	01.06.14
Next Review Due		1/6/2015