

Early Learning

Emergency and Evacuation Policy

Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to *Sources*) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church’s activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

Policy Statement

Uniting Early Learning is committed to:

- providing a safe environment for all children, staff and persons participating in programs at the service;
- 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.

Executive Summary

Comprehensive emergency management includes prevention, preparedness, response and recovery to ensure the safety and wellbeing of all. Emergency management plans must be developed for each and every service based upon their local context and respond to potential emergencies that are relevant to the service. All staff at the service must be familiar and adhere with the content, procedures and responsibilities noted in the plan.

Risk assessments and the rehearsal of emergency evacuation procedures are to be documented and conducted on a quarterly basis. Evacuation plans and emergency service contacts are to be displayed in prominent positions near exits. The effectiveness of emergency and evacuation procedures is to be monitored and reviewed on a regular basis to inform policy, procedures and manuals.

Emergency situations, if managed successfully, can be an opportunity to help support and build upon children’s and staff’s coping mechanisms and resilience. Each person involved in a crisis will respond differently and responses must cater to these. Strategies for recovery may require support from external agencies and children, staff and families will be appropriately supported and referred as deemed necessary.

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Current Environmental Context

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.

Each service is to have a completed Emergency Management Plan (refer to *Attachment 17b*) reviewed and developed on a yearly basis. All services must complete the required sections of the plan and those who are located in a Bushfire At-Risk Region (BARR) lodge it with the relevant Department of Education and Training, regional office.

Those services listed on the BARR (see: www.education.vic.gov.au/about/programs/health/pages/bushfirerisk.aspx (24/01/2017)) are identified as being at high fire risk and must close on days declared a Code Red Fire Danger Rating Day (refer to *Attachment 17c*).

Uniting Early Learnings 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 the service's facilities and/or programs.

Attachment 17a: Responsibilities relating to Emergency and Evacuation

Attachment 17b: Department of Education and Training Emergency Management Plan template

Attachment 17c: CFA Fire danger ratings

Attachment 17d: Sample Evacuation Procedure

Attachment 17e: Sample Lockdown Plan

Attachment 17f: Sample Emergency Communication Tree

Attachment 17g: Sample Letter or Phone Message to Families

Form 17.1: Emergency Drill Record

Form 17.2: Emergency Contact Template

Form 33.7: Risk Assessment (Refer to this form)

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Reference/Sources

This Policy should be read in conjunction with:

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania, Approved June 2015:

<https://www.victas.uca.org.au/UCA%20Resources/Documents/Keeping%20Children%20Safe%20Policy.pdf>

<i>Administration of First Aid Policy</i>	<i>Administration of Medication Policy</i>
<i>Delivery and Collection of Children Policy</i>	<i>Incident, Injury, Trauma and Illness Policy</i>
<i>Occupational Health and Safety Policy</i>	<i>Staffing Policy</i>
<i>Supervision of Children Policy</i>	

- Children's Services Act 1996: Section: 26, 29
- Children's Services Regulations 2009: Regulations: 75, 76, 77, 90, 91
- Bureau of Meteorology: www.bom.gov.au
- Country Fire Authority: www.cfa.vic.gov.au
- Department of Education and Training, *Emergency Management Plan Guidelines and Emergency Management Plan Template*: <http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx>
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 97, 98, 168(2)(e)
- *Managing bushfire risks in centre-based services* National Quality Framework Fact Sheet (updated November 2016)
- *Managing bushfire risks in family day care* National Quality Framework Fact Sheet (updated November 2016)
- *Managing Emergency Situations in Education and Care Services* (2012) PSC National Alliance Children's Services Central NSW
- Metropolitan Fire Brigade: www.mfb.vic.gov.au
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- State Emergency Service: www.ses.vic.gov.au
- VicEmergency: www.emergency.vic.gov.au

Authorisation

This policy was adopted by Uniting Early Learning on: 10 June 2017

Review

This policy is to be reviewed by: 10 June 2018

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Attachment 17a: - Responsibilities relating to the Emergency and Evacuation Policy

National Regulations & Act

AP=Approved Provider

NS=Nominated Supervisor

CS=Certified Supervisor

Victorian Regulations & Act

L=Licensee

PN=Primary Nominee

N=Nominee

Action	Approved Provider/ Licensee	NS & PN	CS, N & Educators	Parents
A documented emergency management plan is available at all services	x			
Services listed on the Department of Education (DET) <i>Bushfire At-Risk Register</i> (BARR), must complete the DET <i>Emergency Management Plan</i> and lodge this with the relevant DET regional office and attach a copy of this policy, on a yearly basis (refer to <i>Attachment 17b</i>)	x			
Provider and service contact details including after hours and emergency contact details are up to date at all times with DET				
Services placed on the Department's BARR must ensure that on any day declared to be a Code Red day for the region in which the service is located, that the service is closed and remains closed for the duration of the Code Red day	x	x		
Conduct a risk assessment to identify potential emergencies that the service may encounter (refer to Form 33.7)	x			
Develop instructions for what must be done in the event of an emergency (refer to <i>Attachment 17d & 17e</i>)	x	x		
Appoint an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency	x			
Develop an emergency and evacuation floor plan (refer to <i>Attachment 17d</i>)	x			
Ensure that the emergency and evacuation procedures are documented and rehearsed at least once every 3 months by all at the service (refer to <i>Form 17.1</i>)	x			
Ensure that the rehearsals of the emergency and evacuation procedures are documented and cover a variety of emergency situations, including off site evacuations (refer to <i>Form 17.1</i>)	x			
Ensure 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 (refer to <i>Attachment 17d</i>)	x	x		
Ensure that those working at, or attending the service, have access to a mobile phone or similar for immediate communication with parents and emergency services, and that phone numbers of emergency services are displayed (refer to <i>Form 17.2</i>)	x			
Identify potential onsite hazards and take action to manage and minimise risk (refer to <i>Form 33.7-Risk Assessment</i>)	x	x	x	
Ensure all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting	x			
Ensure the locations of first aid kits, fire extinguishers and other emergency equipment are clearly signposted	x			
Ensure all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations and Australian Standards e.g. fire extinguishers, smoke	x			

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Action	Approved Provider/ Licensee	NS & PN	CS, N & Educators	Parents
detectors, evacuation kits, sprinkler systems and alarm or duress system				
Provide a fully-equipped portable first aid kit (see <i>Administration of First Aid Policy</i>)	x			
Develop a regular training schedule for staff to ensure they are able to deal with emergency situations e.g. first aid, emergency management and OHS training	x			
Regularly review, evaluate and update emergency management plans, manuals and procedures (at least annually or following an emergency incident)	x			
Develop procedures to debrief staff following emergency incidents	x			
Conduct spot checks of documentation and practices to ensure all requirements of this policy are being complied with	x			
Notify DET in writing within 24 hours of a serious incident (refer to <i>Glossary</i>) at the service	x			
Complete the <i>Incident, Injury, Trauma and Illness Record</i> (refer to <i>Glossary</i>) where required	x			
Notify DET in writing within 24 hours of a notifiable incident (refer to <i>Glossary</i>) at the service: <ul style="list-style-type: none"> an incident that requires the Approved Provider/Licensee/Licensee to close, or reduce the number of children attending, the education and care service for a period; additional children being educated and cared for in an emergency (e.g. flood or fire) 	x			
Report notifiable incidents (see <i>Glossary</i>) in the workplace to WorkSafe Victoria	x			
Engaging with MFB and/or CFA regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plan	x			
Identify staff and children requiring additional assistance in the event of an emergency	x	x		
Ensure that emergency contact details are provided on each child's enrolment form and that these are kept up to date	x	x		
Ensure that an attendance record is maintained to account for all children attending the service	x	x		
Keep a written record of all visitors to the service, including time of arrival and departure	x	x		
Ensure all staff, support staff, parents, children, volunteers and students on placement understand the procedures to follow in the event of an emergency	x	x		
Ensure there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures	x	x		
Ensure all staff, support staff, parents, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation	x	x		
Develop procedures to deal with loss of critical functions, such as power/water shut off	x			
Ensure the emergency and evacuation floor plan is displayed in prominent positions and at exits from the service, and that all parents, volunteers, contract staff and relief staff are briefed and aware of the procedures		x		
Ensure that children are adequately supervised at all times and protected from hazards and		x	x	

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Action	Approved Provider/Licensee	NS & PN	CS, N & Educators	Parents
harm				
Ensure that the <i>Emergency Management Plan</i> (refer to <i>Attachment 17b</i>) is followed in the event of an emergency		x	x	
Test alarms and communication systems regularly, e.g. on a monthly basis		x		
Inform Approved Provider/Licensee/Licensee of any serious or notifiable incidents (refer to <i>Glossary</i>) that must be reported to DET or to WorkSafe Victoria		x	x	
Implement the procedures and responsibilities in this policy and the service's <i>Emergency Management Plan</i> (<i>Attachment 17b</i>)		x	x	
Supervise the children in your care and protect them from hazards and harm and work with team members to ensure the safety of all		x	x	
Provide support to children before, during and after emergencies		x	x	
Check that the attendance record is completed at the beginning and end of each session			x	
Check that the emergency evacuation procedure is displayed in prominent positions and that all attending the service are made aware of these		x	x	
Rehearse emergency evacuation procedures with the children at least once every 3 months (or more often, as required) and ensure that these are documented		x	x	
Provide feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.		x	x	
Complete the <i>Incident, Injury, Trauma and Illness Record</i> , as required.		x	x	
Document the details of the emergency and evacuation procedures		x	x	
Attend first aid, emergency management and OHS training, as required			x	
Communicate with parents about emergency procedures			x	
Raise children's awareness about potential emergency situations and appropriate responses			x	
Become familiar with the service's emergency and evacuation policy and procedures and the service's <i>Emergency Management Plan</i> (<i>Attachment 17b</i>)				x
Complete the attendance record on delivery and collection of your child(ren)				x
Provide emergency contact details on the child's enrolment form and ensure that this is kept up to date				x
Reinforce the service's emergency and evacuation procedures with your child(ren)				x
Follow the directions of staff in the event of an emergency or when rehearsing emergency procedures				x

Note: Volunteers and students, while at the service, are responsible for following this policy and its procedures.

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Attachment 17b: Emergency Management Plan (EMP)

Complete the DET Emergency Management Plan Template for Early Childhood Services and file a copy as an attachment to this policy. The template is available at:

<http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx>

(Updated August 2016)

Note: All early childhood services listed on the Department’s Bushfire At-Risk Register (BARR) are required as a condition of their service approval to submit their EMP to their regional office.

The Bushfire At-Risk Register (BARR) is available at:

<http://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx>

Plans can be submitted electronically to the relevant DET regional office at the following addresses:

- North-Eastern Victoria Region emergency.nev@edumail.vic.gov.au
- North-Western Victoria Region emergency.nwv@edumail.vic.gov.au
- South-Eastern Victoria Region emergency.sev@edumail.vic.gov.au
- South-Western Victoria Region emergency.swv@edumail.vic.gov.au


Early childhood services not listed on the BARR are also invited to submit their EMP to the relevant regional office.

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Attachment 17c: CFA Fire danger ratings




Stay aware of the Fire Danger Rating and know what to do.

The Fire Danger Rating predicts how a fire would behave if one started, including how difficult it would be to put out. The higher the rating, the more dangerous the conditions. The rating is your trigger to act, so to stay safe you need to stay aware of the Fire Danger Rating in your district. During the Fire season, the Fire Danger Rating will feature in weather forecasts, be broadcast on radio and TV and appear in some newspapers. It can also be found on the of CFA and VicEmergency websites or by calling the VicEmergency Hotline **1800 226 226**

	WHAT DOES IT MEAN?	WHAT SHOULD I DO?
CODE RED	These are the worst conditions for a bush or grass fire. Homes are not designed or constructed to withstand fires in these conditions. The safest place to be is away from high risk bushfire areas.	Leaving high risk bushfire areas the night before or early in the day is your safest option – do not wait and see. Avoid forested areas, thick bush and long, dry grass. Know your trigger – make a decision about: <ul style="list-style-type: none"> – when you will leave – where you will go – how you will get there – when you will return – what you will do if you cannot leave
EXTREME	Expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and will come from many directions. Homes that are situated and constructed or modified to withstand a bushfire, that are well prepared and actively defended, may provide safety. You must be physically and mentally prepared to defend in these conditions.	<ul style="list-style-type: none"> • Consider staying with your property only if you are prepared to the highest level. This means your home needs to be situated and constructed or modified to withstand a bushfire, you are well prepared and you can actively defend your home if a fire starts. • If you are not prepared to the highest level, leaving high risk bushfire areas early in the day is your safest option. • Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to cfa.vic.gov.au, emergency.vic.gov.au or call the VicEmergency Hotline on 1800 226 226.
SEVERE	Expect hot, dry and possibly windy conditions. If a fire starts and takes hold, it may be uncontrollable. Well prepared homes that are actively defended can provide safety. You must be physically and mentally prepared to defend in these conditions.	<ul style="list-style-type: none"> • Well prepared homes that are actively defended can provide safety – check your bushfire survival plan. • If you are not prepared, leaving bushfire prone areas early in the day is your safest option. • Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to cfa.vic.gov.au, emergency.vic.gov.au or call the VicEmergency Hotline on 1800 226 226.
VERY HIGH	If a fire starts, it can most likely be controlled in these conditions and homes can provide safety.	<ul style="list-style-type: none"> • Check your bushfire survival plan.
HIGH	Be aware of how fires can start and minimise the risk. Controlled burning off may occur in these conditions if it is safe – check to see if permits apply.	<ul style="list-style-type: none"> • Monitor conditions. • Action may be needed. • Leave if necessary.
LOW-MODERATE		

For more information contact the VicEmergency Hotline **1800 226 226**

cfa.vic.gov.au 

Refer to: <http://www.cfa.vic.gov.au/warnings-restrictions/about-fire-danger-ratings/>

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Attachment 17d: Sample evacuation procedure

Sample evacuation procedure

IT IS IMPORTANT THAT A BUILDING BE EVACUATED BY EVERYONE WITHIN 3 MINUTES.

STEP 1	Person discovering emergency situation raises the alarm and notifies the Nominated Supervisor.
STEP 2	<p>Nominated Supervisor: Ring emergency services on 000 stating name and address of the education and care service and the nearest cross street (if it is not safe this can be done when the evacuation process has been completed):</p> <p>[Insert service details here]</p> <ul style="list-style-type: none"> ▶ Notify all rooms and staff of the emergency and the designated assembly point. ▶ Liaise with emergency services and other relevant agencies. ▶ If necessary, notify the delegated communications person of the consistent message that is to be provided to families or emergency contacts. ▶ Keep all educators and staff updated.
STEP 3	<p>Designated first aid person(s) collects the:</p> <ul style="list-style-type: none"> ▶ Emergency pack ▶ Emergency mobile phone ▶ Emergency contact list ▶ Emergency directory ▶ Children's attendance rolls ▶ Staff sign in sheets <p><i>Check all rooms for children and adults as collecting these items. Once children are safely evacuated, administer first aid as required.</i></p>
STEP 4	<p>All educators and staff:</p> <ul style="list-style-type: none"> ▶ Remain calm ▶ Gather and walk children to the nominated assembly point. All available educators and staff to assist with the babies and younger children ▶ Close windows and doors as you move through the service, if possible ▶ Check attendance rolls once at the assembly point – if anyone is missing notify the Nominated Supervisor immediately ▶ Support and supervise children until the service is cleared by emergency services or until their family arrives. <p><i>If relevant:</i></p> <ul style="list-style-type: none"> ▶ Ensure all children are signed out as they are collected
STEP 5	<p>Remain at the evacuation assembly point until advised by emergency services.</p> <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL ADVISED BY EMERGENCY SERVICES.</p>

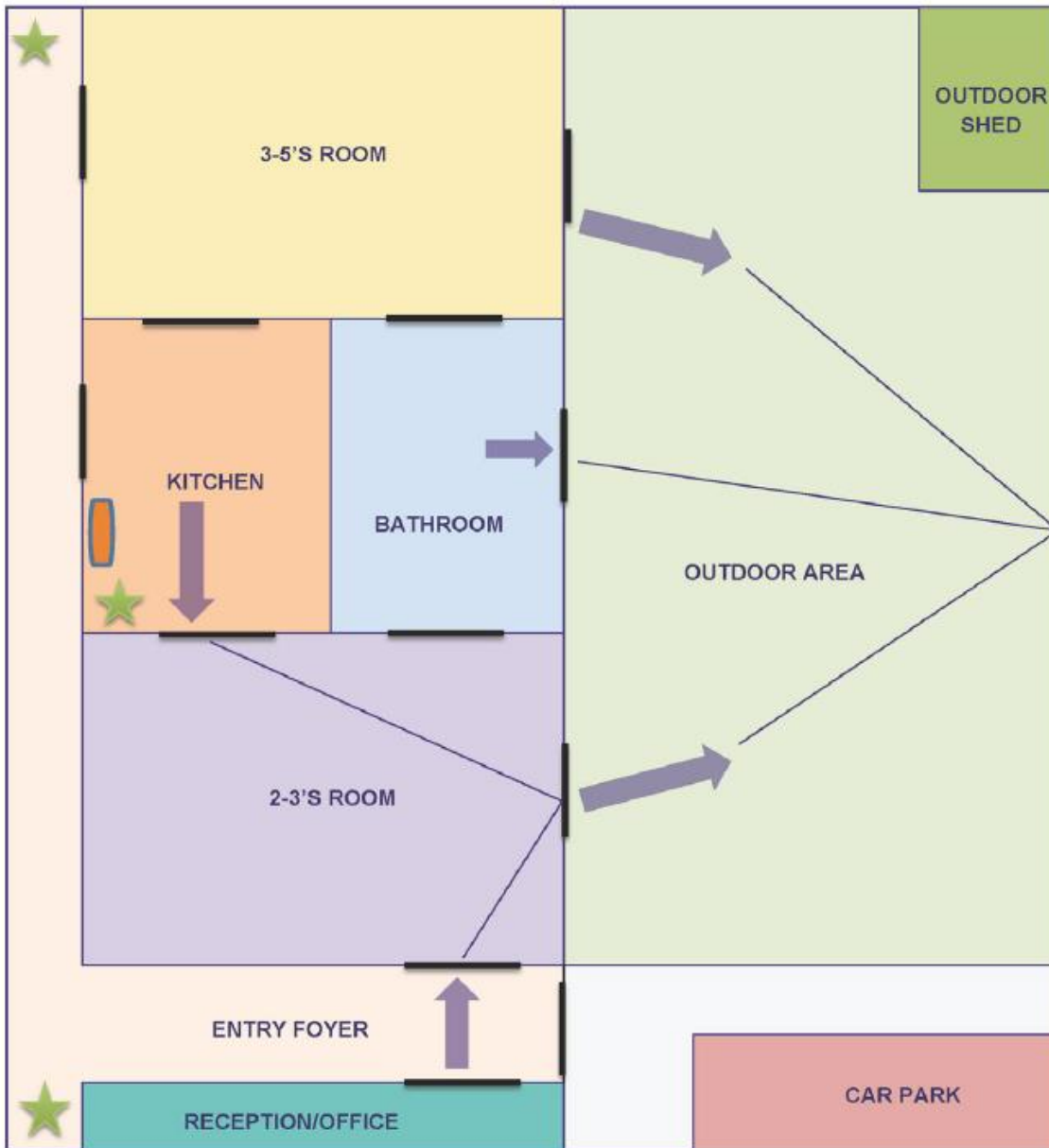
Reference: *Managing Emergency Situations in Education and Care Services*. 2012, pg. 23

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Sample Floor Plan



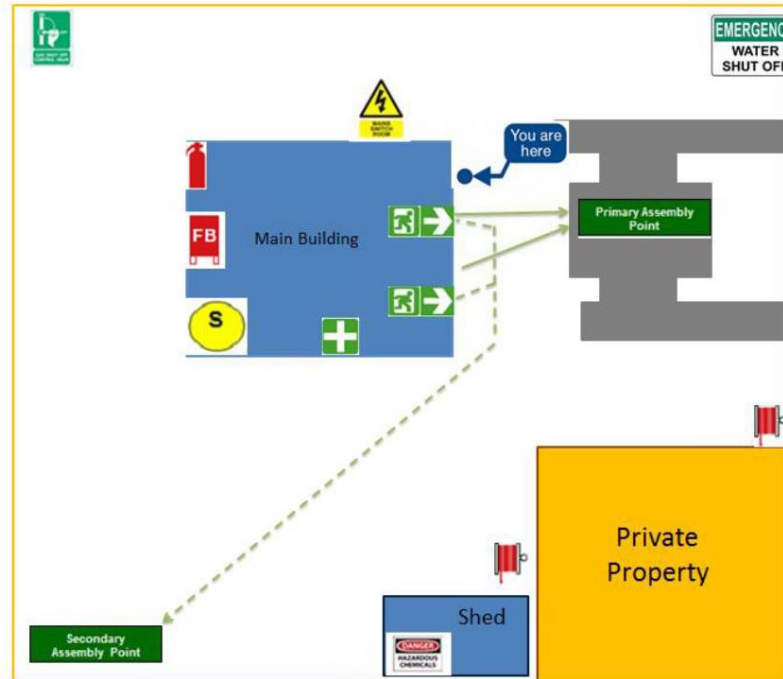
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Legend

Shelter in Place	
Gas Shut Off Valve	
Fire Blanket	
Water Shut Off Valve	
Fire Hose Reel	
Emergency Exit	
Fire Extinguisher	
First Aid Kit	
Evacuation Route to Primary Assembly Area	
Evacuation Route to Secondary Assembly Area	
Hazardous Chemical	
Mains Power	







Evacuation Procedures:

Close classroom windows, switch off power, lights, if safe to do so
 Direct children to leave books, etc., to walk briskly in a calm, orderly manner to the instructed assembly area (refer also to emergency map located in classroom)
Do not allow any children to leave the class group during an evacuation/lockdown situation
 If any of your children panic and/or disobey your instructions by leaving your group, do not follow them, but report their absence to the relevant warden at the designated assembly area
 Collect form lists from Evacuation Box at the assembly area
 Once at the assembly area, check all children and staff are accounted for and follow instruction of the Incident Control Person
 Focus on safety and well-being of staff and children

REMEMBER!!
YOU ARE IN CHARGE
CHILDREN FOLLOW YOUR INSTRUCTIONS

In Case of Fire

-  **R**emove persons from immediate danger.
-  **A**lert nearby personnel and the Incident Controller, call 000.
-  **C**ontain fire and smoke. Close windows and doors (if safe).
Keep low, under the smoke.
-  **E**xtinguish or control fire (if safe to do so).

Fire Extinguisher Operation:

Fire Extinguisher operation is voluntary, only being used when it is safe to do so.
 Where practicable, there should be two people in attendance when an extinguisher is being operated. Always ensure you have a safe line of retreat.
DO NOT let the fire get between you and the doorway

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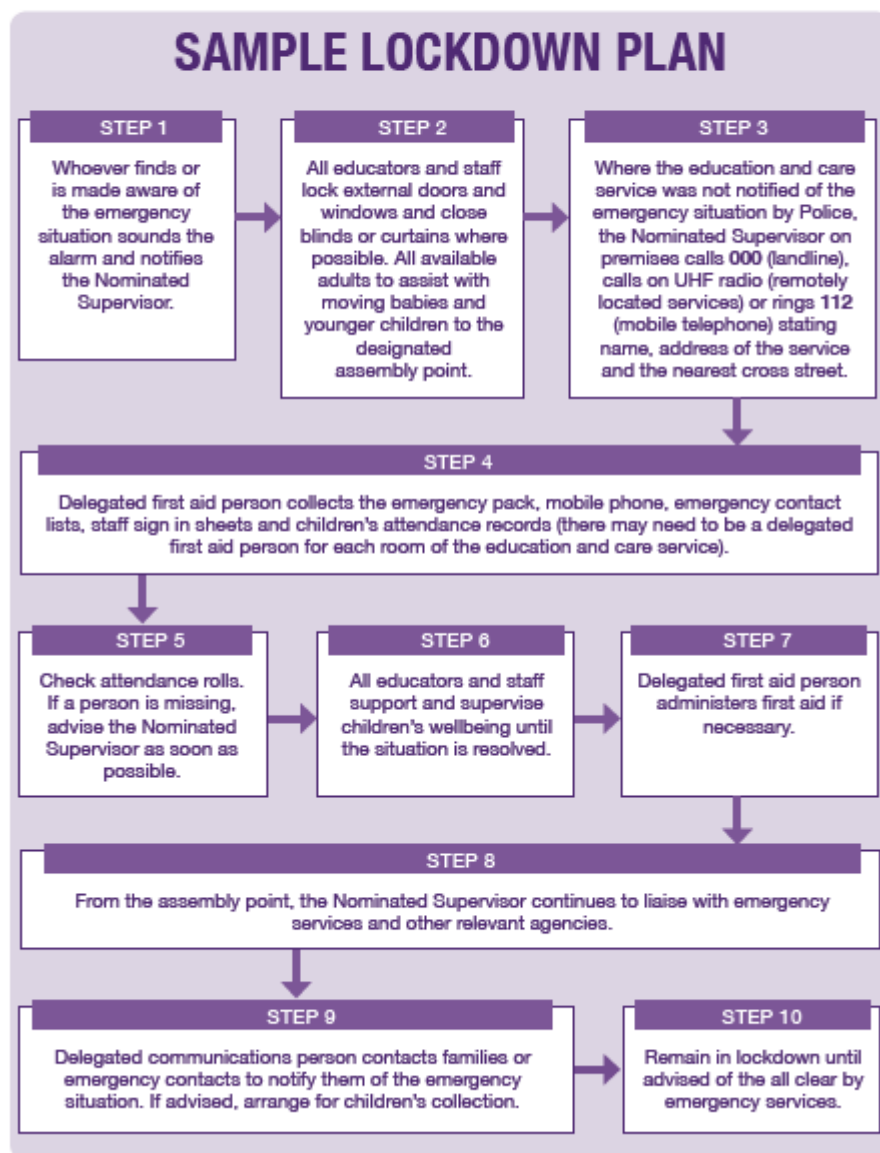
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Attachment 17e: Sample Lockdown Plan

Planning for an education and care service lockdown

Not all emergency situations will require education and care services to evacuate from the premises. Some situations, such as the threat of a violent person or a police operation in the vicinity, may require the service to go into lockdown. This means that the education and care service locks all doors and windows and where possible, removes children, educators and other adults from view. These situations may take time to be resolved and locations should be selected to allow for easy access to kitchen, bathroom and nappy change facilities. These areas will need to allow for children to engage in small or large group experiences during the lockdown period.



Reference: *Managing Emergency Situations in Education and Care Service*. 2012, pg. 11

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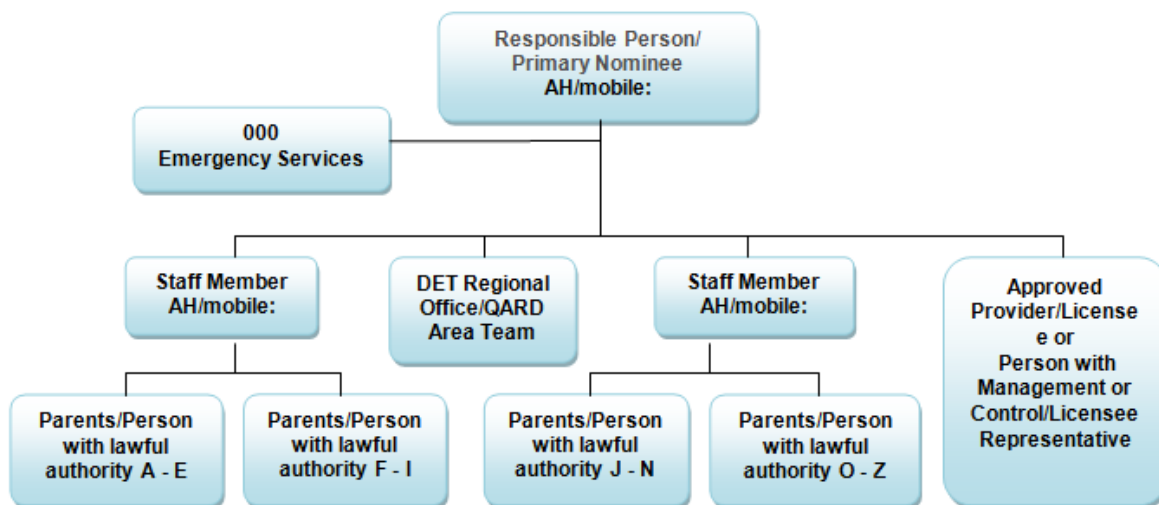
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Attachment 17f: Sample Emergency Communication Tree

The examples of communication trees provided below can be adapted, copied and pasted into your EMP. For instructions on how to create your communication tree, go to: www.education.vic.gov.au/about/programs/health/Pages/emptutorials.aspx.

Example of an early childhood service communication tree



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Attachment 17g: Sample Letter or phone message to families

Sample letter or phone message to families

Dear Families,

Today there has been an emergency situation at our education and care service.

TOPICS TO BE COVERED	✓
At what time?	
What happened?	
What did children see?	
What staff were present?	
What emergency services were involved?	
The outcome of the event. Are any children or staff requiring treatment (names must remain confidential)?	
<p><i>Follow up:</i></p> <p>Will the service be operating tomorrow? How to get more information? Provide an emergency contact number for staff and families to keep updated.</p>	

It is important this information is written down prior to calling or providing information to families so a consistent message is delivered.

Reference: *Managing Emergency Situations in Education and Care Service*. 2012, pg. 25

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Form 17.1 – Emergency Drill Record

Service Name:	Click here to enter text.		
Service Address:	Click here to enter text.		
Date of Emergency Drill:	Click here to enter a date.	Time of Emergency Drill:	Click here to enter text.
Day of Emergency Drill	Choose an item.	Number of Children recorded on premises:	
Drill Type	<input type="checkbox"/> Lock Down	<input type="checkbox"/> Evacuation	

Adults present for Emergency Drill			
Name	Position	Name	Position

Emergency Drill Sequence Checklist		
	Time	
	Hour	Minute
Alarm sounded		
Warden/s respond		
Wardens check floor/area		
Evacuation commenced		
Wardens report floor/area clear		
All persons accounted for		
Arrive at assembly area/safe place		
Wardens check all present		
Drill completed		

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Emergency Drill Review

Item	Yes ✓	No ✓	N/A ✓
Did the designated Chief Warden take charge?			
Was the (simulated) call to emergency services done promptly?			
Was the (simulated) call to the region done promptly?			
Was someone appointed to liaise with the emergency service/s?			
Was someone appointed to liaise with the parents/community?			
Were instructions given by the Incident Controller/Chief Warden followed by children/students, staff, visitors and contractors?			
Were floor areas checked / isolated areas searched by Wardens?			
Was a roll call conducted for:			
• Students			
• Staff			
• Visitors, contractors and volunteers			
Was the Emergency Kit readily available?			
Did anyone re-enter/leave the premises before the "all clear" was given?			
Did anyone refuse to leave the building/site?			
Was the relevant procedure followed?			

Comments/issues for follow up:

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Form 17.2 – Emergency Contact Template

Service Name:	Click here to enter text.
Service Address:	Click here to enter text.
Nearest Cross Road:	Click here to enter text.
Service Phone Number:	Click here to enter phone number.

Emergency Contact Numbers

In an Emergency, dial 000

Police	Click here to enter phone number.	Electricity Provider	Click here to enter phone number.
Ambulance	Click here to enter phone number.	Telephone/Internet Provider	Click here to enter phone number.
Fire Brigade	Click here to enter phone number.	Emergency Plumber	Click here to enter phone number.
SES	Click here to enter phone number.	Emergency Electrician	Click here to enter phone number.
Water Provider	Click here to enter phone number.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Early Years Management

Centre Director / Service Coordinator Name:	Click here to enter text.	Phone:	Click here to enter phone number.
Cluster Manager Name:	Click here to enter text.	Phone:	Click here to enter phone number.
Click here to enter text.	Click here to enter text.	Phone:	Click here to enter phone number.

Once completed, please place this sheet beside each phone.

Date Completed:

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