

<b>Title</b>	<b>Emergency and Evacuation Policy</b>
<b>Policy Category</b>	Childrens Programs
<b>Policy Type</b>	Mandatory
<b>NQF Standard</b>	NQS: Quality Area 2
<b>Related Legislation</b>	See legislation map

### Background and Context

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Glen Education
- raising the awareness of everyone attending Glen Education about potential emergency situations and appropriate responses.

Glen Education is committed to:

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

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.

Comprehensive emergency management includes prevention, preparedness, response and recovery. Services are 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 the service (Regulation 97).

Early childhood services have a duty of care to all attending the facility including the children, staff, volunteers, students, visitors, and contractors. 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.

All services in Victoria are required to have an *Emergency Management Plan (EMP)* as part of their everyday 'best practice' operations. All education and care services listed on the Department of Education and Training (DET)'s Bushfire At-Risk Register are required as a condition of their service approval to submit their EMP to their regional office annually. DET 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 DET regional office annually.

## Scope

This policy applies to Glen Education, Nominated Supervisor/Glen Education Leader, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the Glen Education service, including during offsite excursions and activities.

## Definitions

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

**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 a service to provide an adequate level of protection against harm and all reasonable foreseeable risks.

**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 21).

**Emergency Management Plan (EMP):** A written set of instructions for the service to prepare for and respond to emergencies. A guide to preparing an emergency plan and an *Emergency Management Plan* template are available on the DET website.

**Glen Education Leader:** A person who is nominated by Glen Education Management to provide leadership and mentoring (operational and educational) across the organisation, that aligns with the National Early Years Framework and who actively promotes and ensures adherence to all Glen Education practices, policies and procedures

**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.

These details must be kept for the period of time specified in Regulation 183. Glen Education have developed an Incident, Injury, Trauma and Illness Record that is reflective of all National Regulatory requirements. which is available at the service or by contacting [info@gleneducation.org.au](mailto:info@gleneducation.org.au)

**Incident, Injury, Trauma and Illness flowchart:** Glen Education generated document that assists in identifying types of incident that has occurred and next steps to follow

**Incident, Injury, Trauma and Illness Step By Step guide:** Glen Education generated training tool to assists in completing Incident, Injury, trauma and Illness record forms ensuring regulatory requirements are achieved

**Planned closure:** services identified as being at high fire risk and on the DET's Bushfire at-Risk Register will close on days determined to have a fire danger rating of Code Red by the Emergency Management

Commissioner. Where possible, four to seven days' notice of a planned closure will be provided. Services not on the Department's Bushfire at-Risk Register will remain open, unless directly threatened by fire or another emergency.

**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.

**Nominated Supervisor:** A person who has been nominated by Glen Education under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor(s) with responsibility for the service in accordance with the National Regulations (Section 5 and 161).

**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:** A serious incident (Regulation 12) is defined as any of the following:

- the death of a child while being educated and cared for at the service or following an incident at the service
- any incident involving serious injury or trauma while the child is being educated and cared for, which
  - a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
  - the child attended or ought reasonably to have attended a hospital e.g. a broken limb\*
- any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis\*
  - \*NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma are required to be notified, not other health matters
- any emergency for which emergency services attended.
  - NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution
- a child appears to be missing or cannot be accounted for at the service
- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child was mistakenly locked in or out of the service premises or any part of the premises.

Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea

requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.

**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:

- strives to prevent workplace injuries, illness and fatalities
- provides benefits to injured workers and helps them to return to work
- enforces Victoria's occupational health and safety laws
- provides reasonably priced workplace injury insurance for employers
- provides an emergency response service 24 hours per day.

## Policy

### Responsibilities

**Glen Education is responsible for:**

- completing the DET *Emergency Management Plan*, in consultation with the Nominated Supervisor/Glen Education Leader, lodging this with the relevant DET regional office and attaching a copy to this policy
- 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*)
- 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 the emergency and evacuation procedures are rehearsed at least once every 3 months by all at the service (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 those working at, or attending the service, have access to a phone 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 (refer to *Emergency Management Plan*)
- ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting
- ensuring the location of first aid 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*)
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used

- 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 checks of documentation and practices to ensure all requirements of this policy are being complied with. This may include conducting mock emergency/practice evacuation audits at services with limited notice.
- 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*), in consultation with educators, 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 (refer to *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 (Regulation 158)
- 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.

**The Nominated Supervisor/Glen Education Leader is responsible for:**

- ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers, contractors, staff and relief staff are briefed and aware of the procedures
- rehearsing emergency evacuation procedures with the children at least once every 3 months (or more often, as required) and ensuring that these are documented (refer to *Emergency Management Plan*) ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to *Supervision of Children Policy*)
- developing and ensuring the *Emergency Management Plan* is followed in the event of an emergency
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- informing Glen Education as soon as practicable but not later than a 24 hour after the occurrence of any serious or notifiable incidents (refer to *Definitions*) that must be reported to DET or WorkSafe Victoria.

**All educators 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
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- checking that the emergency evacuation procedure is displayed in prominent positions and that all persons at the service are made aware of these (refer to *Emergency Management Plan*)
- rehearsing emergency evacuation procedures with the children at least once every 3 months (or more often, as required) and ensuring that these are documented (refer to *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*, referring to the Glen Education flowchart and step by step guide as required (refer to definitions)
- informing the Nominated Supervisor/Glen Education Leader and/or, Glen Education Management about any serious incidents or notifiable incidents (refer to *Definitions*) at the service
- attending first aid, emergency management and WHS training, as required
- communicating with parents about emergency procedures
- raising children’s awareness about potential emergency situations and appropriate responses.
- raising children’s awareness about fire and water safety (refer to the Child Safe Environments Policy) by engaging them in safe fire and water practices”

**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.**

**Approvals and Revision**

Date	Version	Author	Revision Description
Q3 2012	1.00	Glen Education Management	New Policy
Q2 2022	4.00	Glen Education Management	Policy updated due to rebranding May 2022