**EMERGENCY AND EVACUA**

**TION POLICY**

**Kindoo!/ Our ARK Pty Ltd**

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| **PURPOSE**  | This policy will provide a framework for:  the development of specific emergency and evacuation procedures, practices and guidelines at Kindoo!  raising the awareness of everyone attending Kindoo! about potential emergency situations and appropriate responses.  |
| **REQUIREMENT**  | Mandatory – Quality Area 2  |
| **REVIEW DATE**  | This policy was reviewed in **January 2019**. Next review **Dec 2019.**  |

# POLICY STATEMENT

## 1. VALUES

Kindoo! is committed to:

* providing a safe environment for all children, staff and persons participating in programs at Kindoo!
* 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.

## 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Person in Day to Day Charge (PIDTDC), educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Kindoo!, including during offsite excursions and activities.

## 3. 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 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 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.

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 (refer to *Sources* below for the link). 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 policy.

**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*

## 4. DEFINITIONS

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

**Attendance Record:** Kept by Kindoo! to record details of each child attending Kindoo! 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)) and often referred to at Kindoo! as the register book, Sign In/ Sign Out Book.

**Authorised Nominee:** (In relation to this policy) a person over the age of 16 years who has been given written authority by the parents/guardians of a child to collect that child from Kindoo!. These details will be on the child’s enrolment form and/or in the Attendance Record

**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 reasonably foreseeable risk of injury.

**Emergency:** Includes any situation or event that poses an imminent or severe risk to the persons at Kindoo!’s premises e.g. flood, fire or a situation that requires Kindoo!’s 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:** A record containing details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by Kindoo!. 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.

**MFB:** the Metropolitan Fire Brigade.

**Notifiable Incident:** An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria, the manager of Victoria’s workplace safety system. 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/)

**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 (DEECD) 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.

## 5. SOURCES AND RELATED POLICIES

**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*[:](http://www.education.vic.gov.au/management/emergency.htm) <http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx>

 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/)

**Service policies**

 *Administration of First Aid Policy*

 *Administration of Medication Policy*

 *Delivery and Collection of Children Policy*

 *Incident, Injury, Trauma and Illness Policy*

 *Occupational Health and Safety Policy*

 *Staffing Policy*

 *Supervision of Children Policy*

# PROCEDURES

**The Approved Provider is responsible for:**

* completing the DEECD *Emergency Management Plan*, lodging this with the relevant DEECD regional office and attaching a copy to this policy
* conducting a risk assessment to identify potential emergencies that Kindoo! may encounter (Regulation 97(2)) (refer to attached *Emergency Management Plan*)
* developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) (refer to attached *Emergency Management Plan*)
* developing an emergency and evacuation floor plan (Regulation 97(1)(b)) (refer to attached *Emergency Management Plan*)
* ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at Kindoo! (Regulation 97(3)(a))
* ensuring that the rehearsals of the emergency and evacuation procedures are documented
* (Regulation 97(3)(b)) (refer to attached *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 Kindoo!’s premises (Regulation 97(4))
* ensuring that those working at, or attending Kindoo!, 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 (refer to attached *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*)
* 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 DEECD in writing within 24 hours of a Serious Incident
* completing the Incident, Injury, Trauma and Illness Record where required
* notifying DEECD within 7 days of an incident that required Kindoo! to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending Kindoo! (National Law: Section 174(2)(c); Regulations: 175(2)(b)&(c), 176)
* reporting Notifiable Incidents in the workplace to WorkSafe Victoria
* identifying staff and children requiring additional assistance in the event of an emergency (refer to attached *Emergency Management Plan*)
* ensuring that emergency contact details are provided on each child’s enrolment form and that these are kept up to date when parents/guardians provide amended contact details to Kindoo!
* ensuring that an Attendance Record is maintained to account for all children attending Kindoo!
* keeping a written record of all visitors to Kindoo!, 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 Kindoo! 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 is responsible for:**

* ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers, contract staff and relief staff are aware of the procedures
* ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to *Supervision of Children Policy*)
* ensuring that the *Emergency Management Plan* (attached) is followed in the event of an emergency
* testing alarms and communication systems regularly- at least quarterly
* informing the Approved Provider of any Serious or Notifiable Incidents that must be reported to DEECD or WorkSafe Victoria.

**PIDTDCs and other educators are responsible for:**

* implementing the procedures and responsibilities in this policy and Kindoo!’s *Emergency Management Plan* (attached)
* 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 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 (refer to attached *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 attached *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 Approved Provider about any Serious Incidents or Notifiable Incidents at Kindoo!
* attending first aid, emergency management and OHS training, as required
* communicating with parents/guardians about emergency procedures
* raising children’s awareness about potential emergency situations and appropriate responses.

**Parents/guardians are responsible for:**

* familiarising themselves with Kindoo!’s emergency and evacuation policy and procedures and the service’s *Emergency Management Plan* (attached)
* ensuring they complete the Attendance Record on delivery and collection of their children or ensuring that their Authorised Nominee does so (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 Kindoo!’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 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, PIDTDC, 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 Kindoo!’s policy review cycle, or as required by legislation, research, policy and best practice

 notify parents/guardians at least 14 days before making any change to this policy or its procedures.

# ATTACHMENTS

Complete DEECD’s *Emergency Management Plan* 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>