

## **BUSH KINDER: EMERGENCY EVACUATION POLICY**

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### **PURPOSE**

This policy is a special circumstance policy which augments the main Home Road Kindergarten Emergency and Evacuation Policy and the Incident, Injury, Trauma and Illness Policy and should be read in conjunction with these policies. This Bush Kinder policy only details the specific evacuation procedures for children, staff and volunteers attending the Bush Kinder program in response to an emergency or hazard that may arise during a session.

This policy aims to:

- Set out clear and safe evacuation principles and procedures for Bush Kinder participants in response to an emergency situation of any type;
- Increase awareness and implementation of emergency and evacuation procedures at Bush Kinder amongst staff and the broader kindergarten community;
- Provide an appropriate mechanism for communication of the evacuation procedures for requirements for Bush Kinder sessions to parents/guardians and to children.

### **POLICY STATEMENT**

#### **1. VALUES**

Home Road Kindergarten is committed to:

- Providing a safe environment for children, staff and volunteers participating in the Bush Kinder program
- Ensuring that an appropriate response is provided, which meets the needs of participants during and following emergency incidents
- Providing effective procedures in place to manage emergency incidents at the Bush Kinder site.

#### **2. 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 Home Road Kindergarten.

#### **3. BACKGROUND AND LEGISLATION**

There are a multitude of possible emergency situations that may arise at Bush Kinder. These include, but are not limited to:

- Fire/Bushfire
- Chemical hazards
- Missing child
- Aggressive dogs off leash
- Other animal intruders
- Uninvited person/stranger (threatening, causing a nuisance or unease for staff and participants)
- Toxic leak
- Hostage/siege
- Natural events, such as extreme weather, floods, severe winds, thunderstorm or earthquake
- The involvement of firearms or other weapons
- Hazardous substances incidents
- Medical emergency (refer to the Incident, Injury, Trauma and Illness Policy)
- Accident

The aim of this policy is to provide the appropriate response to such an incident or emergency to ensure the safety and wellbeing of all Bush Kinder participants.

## Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law 2010 (Vic)*;
- *Education and Care Services National Regulations 2011 (Vic)*;
- *Occupational Health and Safety Act 2004*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

## 4. 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.

**Assembly Point:** A predetermined and mapped safe place for the Bush Kinder group to meet after an emergency evacuation. Refer to Attachment 2 for Bush Kinder Assembly Points.

**Emergency:** A sudden, unforeseen crisis (usually involving danger) that requires immediate action.

**Emergency Evacuation:** Emergency evacuation is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard.

**Evacuation Route:** A predetermined and mapped safe route to move people away from a threat or danger. At Bush Kinder, the route taken will depend on the emergency/danger. Refer to Attachment 2 for Bush Kinder Evacuation Routes.

**Hazard:** The potential to harm a person's health or safety that can arise from the environment, equipment and substances, poor work design and inappropriate practices and procedures.

## 5. SOURCES AND RELATED CENTRE POLICIES

### Service policies

- *Administration of First Aid Policy*
- *Bush Kinder Program - Extreme Weather Policy*
- *Delivery & Collection of Children Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Emergency and Evacuation Policy*
- *Hygiene Policy*
- *Inclusion and Equity Policy*
- *Supervision of Children Policy*
- *Excursions and Centre Events Policy*

## PROCEDURES

### The Approved Provider is responsible for:

- Following all requirements in Home Road Kindergarten's *Emergency and Evacuation Policy* and *Incident, Injury, Trauma and Illness Policy*
- Establishing, monitoring and reviewing the Bush Kinder Benefit and Risk Assessment which identifies a number of potential hazards and risks and mechanisms for their treatment
- Establishing, monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a series of safe evacuation routes and assembly points in response to potential emergency situations. Refer to Attachment 2 for Bush Kinder evacuation procedures, evacuation routes and assembly points
- Ensuring emergency evacuation procedures are included in staff documentation carried at Bush Kinder
- Ensuring a fully equipped first aid kit is included with the Bush Kinder gear and equipment in accordance with Education and Care Services National Regulations 2011 (Vic) r89

- Ensuring all educators and volunteers are aware of the location of the first aid kit at Bush Kinder by going through the induction checklist
- Maintaining an annual training procedure prior to the commencement of each Bush Kinder year for staff that includes policy familiarisation, the operation of communication systems, evacuation procedures, including evacuation routes and safe places, occupational health and safety and first aid
- Ensuring that all children, staff, parent/guardians, students, volunteers and visitors understand the requirements of this policy including conducting practice drills
- Ensuring new Bush Kinder staff, students and volunteers have an understanding of the Bush Kinder policy and procedures in relation to emergency evacuation in their induction procedure and the commencement of the year/employment
- Ensuring procedures are in place at Bush Kinder to identify which staff are in attendance at any one time, such as the sign-in sheet. This can then be used to ensure that all staff are accounted for in the event of an emergency.

**The Nominated Supervisor is responsible for:**

- Following all requirements in Home Road Kindergarten's *Emergency and Evacuation Policy* and *Incident, Injury, Trauma and Illness Policy*
- Establishing, monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a series of safe evacuation routes and assembly points in response to potential emergency situations. Refer to Attachment 2 for Bush Kinder evacuation procedures, evacuation routes and assembly points
- Ensuring emergency evacuation procedures are included in staff documentation carried at Bush Kinder
- Ensuring that staff medical and next of kin details and contact numbers are included in staff documentation carried at Bush Kinder
- Ensuring a fully equipped first aid kit is included with the Bush Kinder gear and equipment in accordance with Education and Care Services National Regulations 2011 (Vic) r89
- Ensuring all educators and volunteers are aware of the location of the first aid kit at Bush Kinder by going through the induction checklist
- Maintaining an annual training procedure prior to the commencement of each Bush Kinder year for staff that includes the operation of communication systems, evacuation procedures, including evacuation routes and safe places, occupational health and safety and first aid
- Ensuring that all children, staff, parent/guardians, students, volunteers and visitors understand the requirements of this policy including conducting practice drills
- Ensuring new Bush Kinder staff, students and volunteers have an understanding of the Bush Kinder policy and procedures in relation to emergency evacuation in their induction procedure via the induction checklist
- Ensuring procedures are in place at Bush Kinder to identify which staff are in attendance at any one time, such as the sign-in sheet. This can then be used to ensure that all staff are accounted for in the event of an emergency

**The Nominated Supervisor, Certified Supervisors and all other Bush Kinder Staff are responsible for:**

- Ensuring the safety of the children, fellow staff members and volunteers in their care and protecting them from hazards at Bush Kinder
- Being aware of the Bush Kinder evacuation procedures set out in this policy, along with the evacuation routes and assembly points as set out in Attachment 2
- Providing awareness and support to children before, during and after emergencies
- Providing input into the development of procedures to be followed in the event of an emergency situation, and contributing to the review of the procedures following an emergency incident
- Informing the committee and reporting notifiable incidents to DET (Education and Care Services National Regulations 2011 (Vic) r87)
- Recording incidents in the centre's incident book (Education and Care Services National Regulations 2011 (Vic) r87).
- Ensuring that all children, staff and volunteers are accounted for in the event of an evacuation.

**Parents/guardians are responsible for:**

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of both staff and the Committee
- Ensuring children are signed in and out as per the requirements of the *Delivery and Collection of*

*Children Policy* and the Education and Care Services National Regulations 2011 (Vic) r99

- Supporting children's awareness and education in emergency situations
- Following the directions of staff during an emergency, incident or drill.

## **EVALUATION**

In order to assess whether the policy has achieved the values and purposes the committee will:

- Where deemed appropriate, encourage feedback regarding this policy and its implementation with parents/guardians of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual parent satisfaction survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.
- Notify parents/guardians at least 14 days before making any substantial changes to this policy, which would impact on the supervision or care of children.

## **ATTACHMENTS**

- Attachment 1: Emergency Contacts
- Attachment 2: Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Home Road Kindergarten on 19 March 2018.

**REVIEW DATE:** 19 MARCH 2020

## ATTACHMENT 1

### EMERGENCY CONTACTS

#### 1. EMERGENCY SERVICES

In an emergency requiring **Police, Ambulance and MFB/CFA** attendance call **000**.

#### 2. KEY ORGANISATIONAL/REGIONAL CONTACTS

	Name	Phone	Mobile
DET Region	South Western Victoria Region	83970300	N/A
Regional DET Manager, Operations and Emergency Management	South Western: Andrea Cox	5337 8429	0407 861 841

#### 3. LOCAL/OTHER ORGANISATIONS CONTACTS

	Phone
Police Station	Altona North 93923111 Williamstown 93939555
Hospital/s	Royal Children's Hospital 93455522 Williamstown Hospital 93930100 Western Hospital 83456666
Gas	AGL 131245
Electricity	AGL 131245
Water Corporation	City West Water 131691
Hot Water Emergency	131766
Poisons Information Line	131126
Local Government	Hobsons Bay City Council: 99321000
SES (flood, storm and earthquake)	132 500
Victorian WorkCover Authority (formerly WorkSafe Victoria)	13 2360
Department Of Human Services (Regional Office)	1300360391 Footscray
EPA	1300372842
DET South Western Region	(03) 83970300 Footscray
Emergency Management Services Unit (EMSU)	(03) 95896266
Altona Refinery Community 24 hour Hotline	1800659527

## ATTACHMENT 2

### BUSH KINDER EVACUATION PROCEDURES, ASSEMBLY POINTS AND EVACUATION ROUTES

#### Evacuation Procedures

Whatever the emergency, incident or situation that necessitates the evacuation, the following procedures are to be followed by staff and volunteers:

- Blow whistle
- Keep children calm
- Ensure attendance record is in the evacuation pack, along with other necessary items such as medication
- Perform a head count and roll call against the attendance record to ensure all children are accounted for
- With the exception of the evacuation pack, leave Bush Kinder gear at the site – it can be collected later
- En route to Assembly Point (see below for locations of the Assembly Points), calmly walk children in pairs, keep group close together and ensure no child deviates from the group
- Educators/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible
- If required, notify emergency services
- On arrival at the Assembly Point, perform a head count and roll call against the attendance record to ensure all children are accounted for;
- If the evacuation/relocation is for weather reasons, wait for the extreme weather to pass. Once it does, and if appropriate and safe to do so, follow the same relocation procedures to return to the Bush Kinder site to continue the Bush Kinder session. If not appropriate to return to the Bush Kinder site, parents/guardians will be contacted via broadcast SMS to arrange collection of the children.
- Where necessary, notify DET of emergency situation and evacuation.

#### Assembly Points and Evacuation Routes

In any emergency situation, educators will decide which evacuation route is appropriate.

#### 1. **Torrential Rain or Hail, Electrical Storms, Extreme Winds AND All Other Emergencies (when NOT required to evacuate Newport Lakes Reserve altogether)**

##### **Assembly Point A: NEWPORT LAKES SHELTER – See Map 1**

Group to wait at the shelter until torrential rain and/or hail, or storm (waiting an extra 30 minutes after an electrical storm has ceased) has passed and it is safe to resume normal Bush Kinder activities.

**Evacuation route 1 (see Map 2):** Leave the Bush Kinder site and follow the path to the meeting point/shelter (Assembly point A).

#### 2. **All Other Emergency Evacuation Situations (when NECESSARY to evacuate Newport Lakes Reserve)**

##### **Assembly Point B: ENTRANCE TO NEWPORT LAKES RESERVE – See Map 2**

If it is necessary to evacuate Newport Lakes Reserve, where possible the group will evacuate and congregate at the main entrance of Newport Lakes Reserve, in Lakes Drive, off Mason Street.

**Evacuation route 1 (see Map 2):** Leave the Bush Kinder site and follow the path to the main entrance (Assembly point B).

**Evacuation route 2 (see Map 2):** If not possible to leave Newport Lakes Reserve via evacuation route 1, use evacuation route 2.

Leave the Bush Kinder site and walk through the parkland/playground area to exit via Graham Street. Walk to the left along Graham Street until you arrive at Mason Street. Turn left at Mason Street until you arrive at Lakes Drive (Assembly point B).

**3. All Other Emergency Evacuation Situations (when NECESSARY to evacuate Newport Lakes Reserve, further than main entrance)**

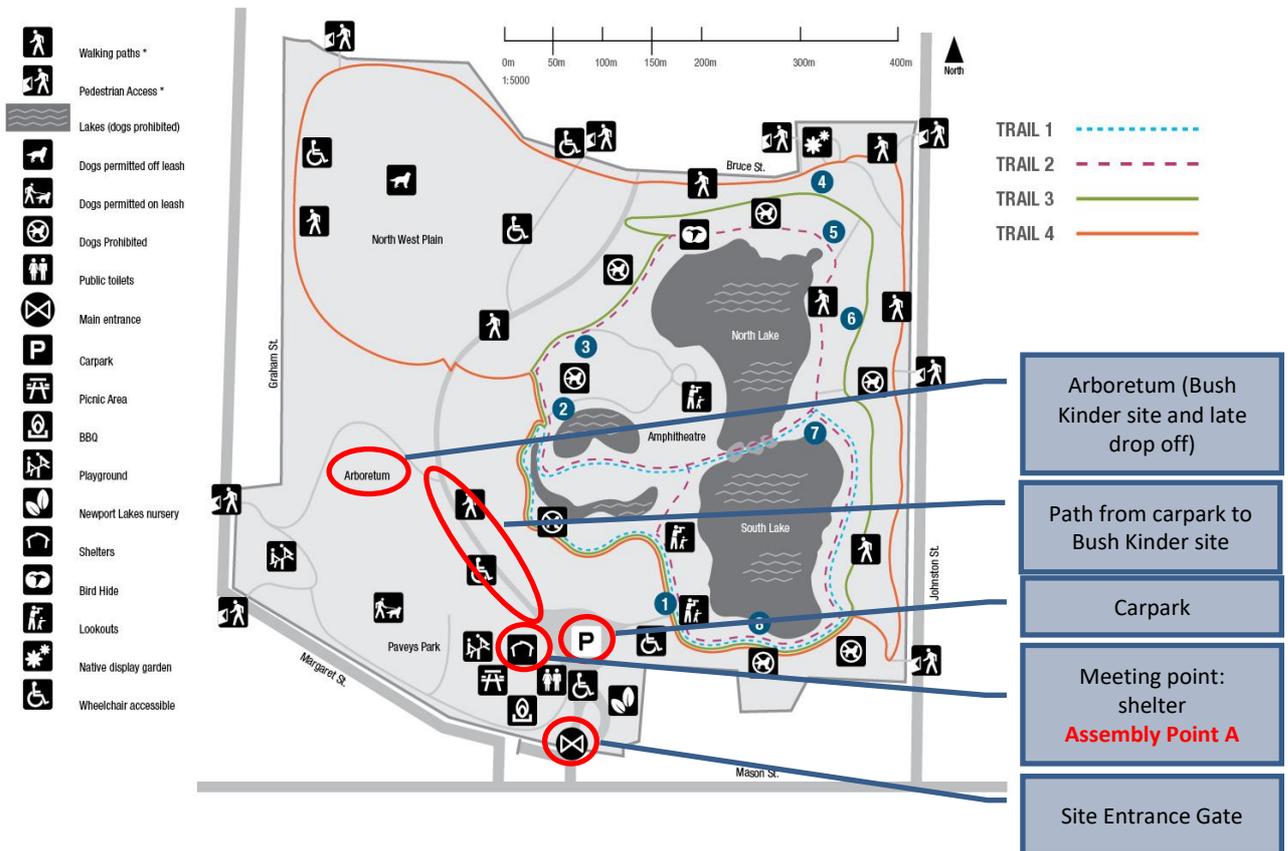
**Assembly Point C: NEWPORT LAKES PRIMARY SCHOOL – See Map 2**

**Evacuation route 3 (see Map 2):** If gathered at Assembly point B and it is necessary for further shelter, walk left down Mason Street, turn left at Elizabeth Street and walk up Elizabeth Street to Newport Lakes Primary School (Assembly point C).

**Evacuation route 4 (see Map 2):** Leave Bush Kinder site and follow path away from main entrance and carpark, to exit Newport Lakes Reserve through Bruce Street gate. Walk up Bruce Street to Junction Street. Walk right down Junction Street and then turn right at Elizabeth Street. Walk down Elizabeth Street to Newport Lakes Primary School (Assembly point C).

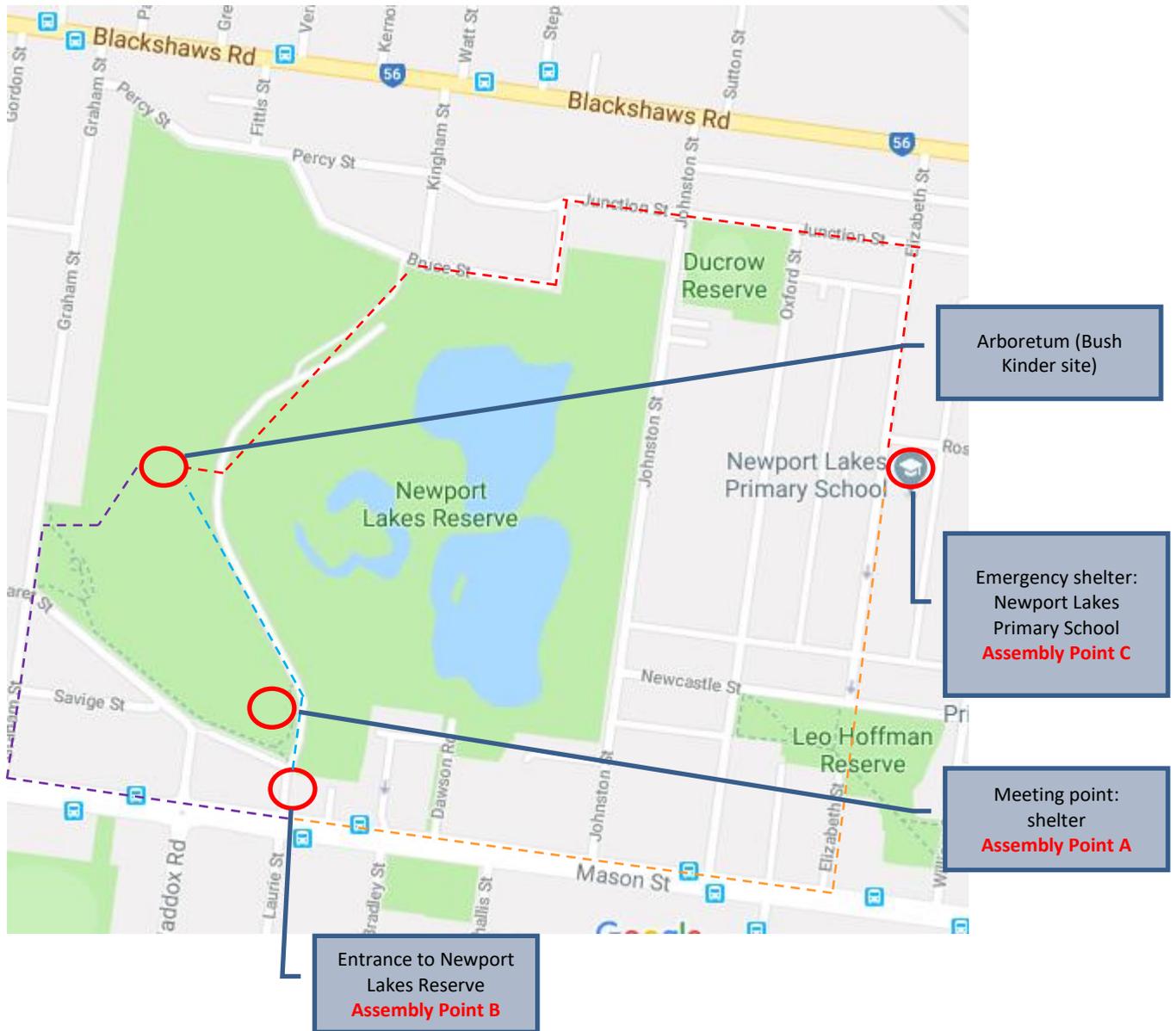
**MAP 1**

**Newport Lakes Reserve**



## MAP 2

### Evacuation routes from Bush Kinder site to Assembly points



- Evacuation Route 1
- Evacuation Route 2
- Evacuation Route 3
- Evacuation Route 4