

**Mandatory – Quality Area 2**

**Please Note:** Brimbank Preschool Association Inc. is referred to as BPA in this document.

**PURPOSE**

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at services managed by BPA
- raising the awareness of everyone attending a service managed by BPA about potential emergency situations and appropriate responses.

**POLICY STATEMENT**

**1. VALUES**

BPA is committed to:

- providing a safe environment for all children, staff and persons participating in programs at services managed by BPA
- 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 a service
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at a service.

**2. SCOPE**

This policy applies to the Approved Provider (BPA), Nominated Supervisor, Person in Day to Day Charge, 4 educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of BPA, 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 a service premises e.g. flood, fire or a situation that requires a 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 a 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

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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 DET regional office. A copy should also be kept at the service.

**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*
- *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.

**Attendance record:** Kept by a service to record details of each child attending a service 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 a service premises to be locked down (National Regulations, page 5).

**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 (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 a service. 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

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- details of action taken by a service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person a 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.

**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)

**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.

**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

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- 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.

The Approved Provider must notify the Regulatory Authority ('DET) in writing within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). The notification of serious incident is to be submitted online using the National Quality Agenda IT System (NQS IT). Records are required to be retained for the periods specified in Regulation 183.

**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.

## **5. SOURCES AND RELATED POLICIES**

### **Sources**

- Australian Standards: Planning for emergencies in facilities (AS 3745–2010) available from [https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637\\_SAIG\\_AS\\_AS\\_281639/](https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637_SAIG_AS_AS_281639/)
- Department of Education and Training, *Guide to Preparing an Emergency Management Plan:* [https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlan\\_EarlyChildhood.docx](https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlan_EarlyChildhood.docx)
- Department of Education and Training, *Emergency Management Requirements:* <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.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*

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**PROCEDURES**

**The Approved Provider (BPA) is responsible for:**

- completing the DET *Emergency Management Plan* (refer to *Sources*), lodging this with the relevant DET regional office and attaching a copy to this policy
- conducting a risk assessment to identify potential emergencies that a 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 a 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 the emergency and evacuation procedures are rehearsed at least once every 3 months by all at a 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 a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at a service premises (Regulation 97(4))
- ensuring that those working at, or attending a service, 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 *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 DET in writing within 24 hours of a serious incident (refer to *Definitions*)
- notifying DET within 7 days of an incident that required a service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending a 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

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- engaging with the Metropolitan Fire Brigade and/or Country Fire Authority regarding fire safety awareness and training for a 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 a service
- 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 a 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 and Persons in Day to Day Charge are 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 briefed and 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* is followed in the event of an emergency ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at a 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 there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures
- 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 a service
- keeping a written record of all visitors to a 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 all staff, parents/guardians, children, volunteers, students on placement and others attending a service are accounted for in the event of an evacuation
- testing alarms and communication systems regularly
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- informing the Approved Provider of any serious or notifiable incidents (refer to *Definitions*) that must be reported to DET or WorkSafe Victoria.

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- completing the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*) where required

**All other educators are responsible for:**

- implementing the procedures and responsibilities in this policy and a 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
- ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending a service are accounted for in the event of an evacuation
- ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- 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
- keeping a written record of all visitors to the service, including time of arrival and departure
- checking that the emergency evacuation procedure is displayed in prominent positions and that all attending a 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*)
- following the induction procedures in place, to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures
- 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* (refer to *Definitions*), as required
- informing the Nominated Supervisor or Persons in Day-to-Day Charge or, in their absence, the Approved Provider 44446, about any serious incidents or notifiable incidents (refer to *Definitions*) at the service
- attending first aid, emergency management and OHS training, as required
- communicating with parents about emergency procedures
- raising children's awareness about potential emergency situations and appropriate responses.

**Parents/guardians are responsible for:**

- familiarising themselves with a service's emergency and evacuation policy and procedures and a 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 a 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.

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**Volunteers and students, while at a 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, Person in Day to Day Charge, 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 checks on documentation and practices and the *Incident, Injury, Trauma and Illness Record* to inform proposed changes to this policy
- revise the policy and procedures as part of BPA'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**

- Complete DET's *Emergency Management Plan template* and file a copy as an attachment to this policy. The template is available at:  
[https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlanTemplate\\_EarlyChildhood.docx](https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlanTemplate_EarlyChildhood.docx)

**AUTHORISATION**

This policy was adopted by the Approved Provider, Brimbank Preschool Association Inc. on 26 September 2019.

**REVIEW DATE: 26 SEPTEMBER 2022**