

## Emergency Management and Evacuation Policy

### 1. Authorisation

This policy was adopted by the DSCCC Management Committee at its meeting on 18 April 2018.

### 2. Review date

This policy will be reviewed annually, in April 2019, or earlier if necessary.

### 3. Policy statement

#### Values

DSCCC is committed to:

- As far as practicable, providing a safe and healthy environment for all children, staff, and any other persons participating in the program or visiting the centre.
- Responding to the needs of the child if the child is injured, becomes ill, or is traumatised whilst attending the centre.
- Having appropriate procedures in place to effectively manage emergency incidents at the centre, including evacuation procedures.

#### Purpose

This policy sets the framework for the development of specific emergency management procedures, practices and guidelines.

### 4. Scope

This policy applies to the Management Committee, educators, Director, staff, parents/guardians, children, volunteers and students attending DSCCC.

### 5. 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 Training (DET) provides *Emergency Management Plan Guidelines* and an *Emergency Management Plan*

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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. 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 2.2: Each child is protected
  - Element 2.2.3 – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
- *Occupational Health and Safety Act 2004*
- *Co-operatives National Law Application Act 2013*
- *Co-operatives National Law (Victoria) Local Regulations 2014*

## 6. 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 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 or educator (Regulation 158(1)).

**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 the education and care service premises e.g. flood, fire or a situation that requires the service premises to be locked down (National Regulations, Regulation 4).

**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 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 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. 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

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- 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. A sample *Incident, Injury, Trauma and Illness Record* is available on the ACECQA website.

**Metropolitan Fire Brigade (MFB):** provides a fire and rescue service and is 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 firefighting 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)

**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:** 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* (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (DET) 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.

**State Emergency Service (SES):** Volunteer-based organisation responding to emergencies and working to ensure the safety of communities around Victoria.

**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's responsibilities are to:

- help avoid workplace injuries occurring
- enforce Victoria's occupational health and safety laws
- provide reasonably priced workplace injury insurance for employers.

## 7. Procedures

**The Director is responsible for:**

- completing the DET *Emergency Management Plan*, 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 attached *Emergency Management Plan*)

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- 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 the service (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 the service premises (Regulation 97(4))
- ensuring that those working at, or attending the 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 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 DET in writing within 24 hours of a serious incident (refer to *Definitions*)
- completing the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*) 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 regarding fire safety awareness
- 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
- ensuring that an attendance record (refer to *Definitions*) is maintained to account for all children attending the service

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- keeping a written record of all visitors to the Centre, 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 educators/staff are responsible for:**

- 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, such as on a monthly basis
- informing the Director of any serious or notifiable incidents (refer to *Definitions*) that must be reported to DET or WorkSafe Victoria.
- implementing the procedures and responsibilities in this policy and the service's *Emergency Management Plan* (attached)
- 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
- 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 Director 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..

## **The parents/guardians are responsible for:**

- familiarising themselves with DSCCC's emergency and evacuation policy and procedures and the DSCCC's *Emergency Management Plan* (attached)
- ensuring they complete the attendance record (refer to *Definitions*) on delivery and collection of their children (refer to DSCCC's *Delivery and Collection of Children Policy*)

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- providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date
- reinforcing DSCCC's emergency and evacuation procedures with their child
- following the directions of educator/staff in the event of an emergency or when rehearsing emergency procedures.

## 8. Related documents

### External references:

- Australian Children's Education & Care Quality Authority sample forms and templates (including Incident, injury, trauma and illness record)  
<https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>
- Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745–2002)
- Department of Education and Training, *Emergency Management Plan Guidelines* and *Emergency Management Plan*  
<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)
- 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)

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Related DSCCC policies:

- DSCCC Administration of Medication and First Aid Policy
- DSCCC Anaphylaxis Policy
- DSCCC Dealing with Medical Conditions Policy
- DSCCC Delivery and Collection of Children Policy
- DSCCC Occupational Health and Safety Policy
- DSCCC Supervision of Children Policy

## 9. Evaluation

In order to assess whether the policy has achieved the values and purpose the Management Committee will:

- Consider feedback from staff, parents/guardians, volunteers regarding the policy
- Evaluate the awareness of staff and other relevant people of the procedures to follow in the event of an emergency.
- Ensure that procedures are evaluated and if necessary revised following an emergency.

## Attachments

Complete DET'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>

Date Reviewed	Details of Changes (if any)	Date of Next Review
April 2018	Updated references	April 2019
April 2017	Review of Emergency Management Plan	April 2018
April 2016	Minor changes only	April 2017
July 2015	Minor changes	July 2016
May 2014	Minor changes only	June 2015
June 2013	Updated in accordance with new legislation and regulations	June 2014
March 2012	Including details of new legislative framework and regulatory requirements	January 2013
March 2011	Minor amendments to refer to DET publication	January 2012
January 2010	Incorporation of updated Children's Services Regulations	January 2011
January 2009	Further details of emergency procedures.	January 2010
October 2007	Initial DSCCC policy based on 2006 KPV Emergency Management Policy.	October 2008

## EMERGENCY EVACUATION PROCEDURES

**INTRODUCTION:** The following procedures were designed specifically by the Metropolitan Fire Brigade to meet operational emergency evacuation. It must be remembered that there may be a number of emergencies other than fire in the child care centre that could necessitate an evacuation e.g.

- Fire in the neighboring premises
- Bomb threat
- Severe weather event
- Gas from a damaged main or pipe
- Motor vehicle accident nearby
- Tox fumes from a chemical spill

For more possible examples please see the Potential Emergency Risk Assessment in the Centre's Evacuation folder located on foyer notice board. All the above situations must be considered as possible threats to the child care centre. Staff members should be aware of their responsibilities to lessen the impact of any of the above situations by being familiar with any directives issued under statutory rules and regulations as well as this evacuation procedure.

IN ANY OF THE ABOVE EMERGENCY SITUATIONS CALL 000

## EMERGENCY EVACUATION PROCEDURES

Should fire occur in any surrounding building including the child care centre, the following action should be taken:

1. Remove all the children from the immediate danger area and if possible, close the door to confine the fire.
2. Raise the alarm immediately by blowing a whistle. The whistle will be sounded until it is confirmed that everybody has heard it and commenced evacuation.
3. Whistles are located in the Poppy Room/Daisy Room (on the notice board), Sunflower Room (on the notice board) and Lavender Room (on wall near external exit), the kitchen (hanging from the left wall) and also in the office just inside the door.
4. Telephone Fire Brigade on 000 from the nearest accessible phone which are located in the office, kitchen and staff room. person in charge at the time to carry a mobile phone.
5. Each room has an evacuation bag which is kept in the Lavender yard shed.
6. Staff members and parents will, on hearing the whistles, stop all activities immediately and walk the children via the nearest safe exit to the selected assembly area. All efforts must be made to keep the children together during the evacuation.
7. The daily attendance records with emergency contact numbers are to be picked up by a staff member from each room so a roll call can be made at the assembly area.
8. If it is safe to do so, close all doors after checking the bathroom, office and kitchen prior to leaving the building.
9. After the children have been cleared from the immediate danger area, staff may, if safe to do so, attempt to extinguish the fire with a fire extinguisher.

All staff, children and visitors on duty should familiarize themselves with these procedures and the centre emergency exit plans displayed through the centre.

Temporarily we will be assembling at the grass area in front of RMIT as there are construction works behind Dawson Street.

### ASSEMBLY AREAS

Two assembly areas have been selected:

1. All children are to be directed to the rear of the child care centre through the Lavender Room and outdoor yard to the school oval. Should this assembly area become unattainable because of smoke or other problems then the secondary area is to be used.
2. The secondary area is the front yard towards Dawson Street.  
Remember: The location of the fire will dictate exit routes and assembly areas to be used.

### TRIAL EVACUATIONS

Trial evacuations and lockdowns should be carried out on a regular basis, using alternative exit routes and assembly areas. It is suggested that these be carried out at least once every three months to ensure staff and children are familiar with these procedures.

## LOCKDOWN PROCEDURES

Examples of lockdown procedure may be bad weather, chemical spills, dangerous/threatening persons, unwanted intruder, drug affected persons, external disturbance, dangerous animals.

When there is a foreseeable threat of harm to staff, children or visitors the following procedure should be followed:

1. The Fire Warden is to make the announcement that the centre is in lockdown mode, meaning that staff, children and visitors may not vacate the centre until the perceived threat of harm has been eliminated/resolved.
2. The Fire Warden is to raise the alarm by blowing the whistle and calling "Lockdown".
3. The Fire Warden must call "000" emergency services assistance immediately.
4. All staff will assist in securing the building within their own work area and switch off all lighting, i.e. lock all doors, windows and entry and exit points.
5. Children are to be assembled in the Lavender Room in the area next to the sleep room.
6. Once assembled, staff are to conduct a roll call of all staff, children and visitors.
7. Staff are to bring sign in and out sheets, evacuation bags, all relevant medications.
8. Director/most senior member to bring hands free/mobile phone and staff folder.
9. Staff, children and visitors are to stay in lockdown mode until the Fire Warden person announces the all clear.

**DAWSON STREET CHILDCARE CENTRE**  
**31 DAWSON STREET, BRUNSWICK**



Job No. LS-041  
Drg No. EV-PRO  
Date: September 2014  
Revised:



## DSCCC Floorplan

