

# **BUSH KINDER EMERGENCY EVACUATION POLICY- Farm Road Pre-school**

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## **Quality Area 2**

### **PURPOSE**

This policy is a special circumstance policy which augments the main Farm Road Pre School Emergency and Evacuation Policy and the Incident, Injury, Trauma & Illness Policy and should be read in conjunction with those 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 Pre School 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**

Farm Road Pre School 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 children, parents/guardians, staff, committee members, authorised persons, volunteers and students on placement working at Farm Road Pre School.

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

##### **Background**

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 leads
- Other animal intruders
- Uninvited person/stranger (threatening, causing a nuisance or unease for staff & 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 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 includes but is not limited to:

- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- National Quality Standard
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

## 4. DEFINITIONS

**Assembly point:** A predetermined and mapped safe place for the Bush Kinder group to meet after an emergency evacuation. [Refer to Attachment 1 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 1 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

**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. This website also contains online reporting forms: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**Serious incident:** A serious incident is defined in Regulation 12 as:

- the death of a child while being educated and cared for by the service
- any incident involving an injury or trauma, or the illness of a child that requires or ought to have required:
  - attention of a registered medical practitioner, or
  - attendance at a hospital

Examples include whooping cough, broken limb, anaphylaxis reaction

- any incident requiring attendance by emergency services
- a circumstance where a child appears to be missing, is unaccounted for, has been removed from the service contrary to the Regulations, or has been locked in or out of the service premises.

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 form (available on the ACECQA website) is to be completed and submitted online using the National Quality Agenda IT System (NQA ITS). Records are required to be retained for the periods specified in Regulation 183.

A serious incident must also be documented in an Incident, Injury, Trauma and Illness Record as soon as possible and within 24 hours of the incident.

## 5. SOURCES AND RELATED POLICIES

### Sources

Kingston Heath Reserve

<https://www.melbourneplaygrounds.com.au/kingston-heath-reserve-dog-off-leash-area-cheltenham#.XPty-ogzZPY>

### Service policies

- Excursions and Service events
- Bush Kinder Delivery & Collection of Children Policy (Bush Kinder Specific)
- Bush Kinder Extreme Weather Policy (Bush Kinder Specific)
- Bush Kinder Safety and Hygiene Policy (Bush Kinder Specific)
- Bush Kinder Protective Clothing Policy (Bush Kinder Specific)
- Bush Kinder Snake Awareness Policy (Bush Kinder Specific)
- Bush Kinder Dog Awareness Policy (Bush Kinder Specific)
- Occupational Health & Safety
- Incident, Illness, Trauma & Illness
- Sun Protection
- Water Safety
- Supervision of Children
- Child Safe Environment

## PROCEDURES

### The Committee of Management is responsible for:

- Following all requirements in Farm Road Pre School's main Emergency Evacuation Policy and the Incident, Injury, Trauma & Illness Policy
- Establishing, monitoring and reviewing the Bush Kinder Risk Management Plan 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 a range of potential emergency situations [Refer to Attachment 1 for Bush Kinder evacuation procedures, routes and assembly points]
- Ensuring emergency evacuation procedures are included in teachers' documentation carried at Bush Kinder
- Ensuring a fully equipped portable first aid kit is included with the Bush Kinder gear and equipment
- Ensuring all teachers and volunteers are aware of the location of first-aid kit at Bush Kinder
- Developing a regular training schedule for Bush Kinder staff that includes the operation of communication systems, evacuation procedures, including evacuation routes and safe places; and occupational health and safety and first aid
- Ensuring that all children, staff, parents/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
- 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, Persons in Day-to-Day Charge and other educators 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 in the different emergency scenarios as set out in Attachment 1.
- Conducting practice emergency evacuation procedures once each term, which are documented and dated
- 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 or serious incidents to the appropriate authorities
- Recording incidents in the incident book
- 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 committee
- Ensuring children are signed in and out as per the requirements of the Pre School's Delivery and Collection of Children Policy (both the main policy and the Bush Kinder Policy)
- 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 proprietor (committee) will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual centre 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.

## **ATTACHMENTS**

Attachment 1: Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes

## **AUTHORISATION**

This policy was adopted by the Farm Road Preschool committee of management on June 12<sup>th</sup> 2019

**REVIEW DATE: June 12<sup>th</sup> 2020** or as dictated by changes in regulations.

## Attachment 1

### 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

- Keep children calm
- Blow whistle three times
- Ensure sign-in sheet is in the teacher's backpack along with other necessary items such as medication
- Count / check off against the sign in sheet to ensure all children are accounted for
- With the exception of the teacher's backpack, leave Bush Kinder gear at the site – it can be collected later
- Assess the situation and determine where the closest safe zone assembly point is located
- En route to new location (see below for appropriate locations), calmly walk children in pairs, keep group close together and ensure no child deviates from the group
- Teachers/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible
- Notify emergency services if required
- On arrival at safe assembly point, conduct a full count/roll call to ensure all children are accounted for
- Notify parents of new location for collection (if required) via SMS from the Pre School's mobile phone, parent response will be required to ensure all parents are aware
- Notify DET (if required)
- If the evacuation/relocation is for weather reasons, wait for the extreme weather to pass and when it does, resume normal activities if appropriate and safe to do so, following same relocation procedures to return to the Bush Kinder site
- If the weather does not look like it will pass soon, a broadcast SMS should be sent to all parents, advising of the new safe location for pickup purposes

#### Safe Zone Assembly Points and Routes

The safe zone assembly points will differ depending on the nature of the emergency and the location of the Bush Kinder site:

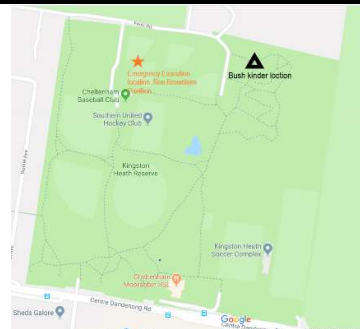
There are two possible Assembly points in the event that the group needs to see shelter from extreme weather. **Site A** is the Ron Brownlees Pavilion

**Site B** is the Cheltenham RSL (located in Centre Dandenong Rd.

#### A. Torrential Rain, Hail, and Electrical Storm

**Assembly Point:** Group to move safely to closest and safest assembly point A or B, as shown on map, until torrential rain and/or hail, and/or electrical storm has passed and it is safe to resume normal activities (recommend 30 minutes after electrical storm activity has ceased). Shelter may be sought inside the Cheltenham RSL if the weather shows no signs of abating (*see Assembly Point B below*).

**Route:** Take shortest safe route possible.

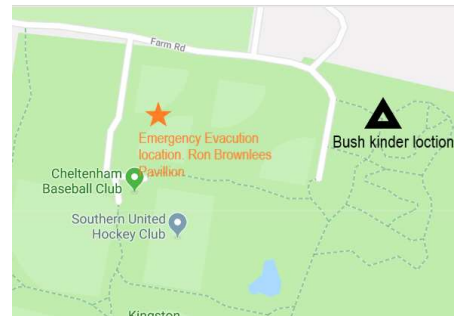


## B. Extreme Winds

### Assembly Point A: Ron Brownlees Pavilion.

Group to wait here until storm passes and safe to resume activities

**Route:** Take shortest safe route possible



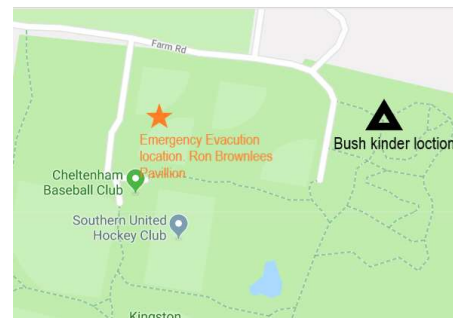
## C. All Other Emergency Evacuation Situations

(When NOT necessary to evacuate Kingston Heath Reserve altogether)

If it is not necessary to evacuate Kingston Heath Reserve altogether:

**Assembly Point A: The Ron Brownlees Pavilion.**

**Route:** Take shortest safe route possible



## D. All Other Emergency Evacuation Situations

(When NECESSARY to evacuate Kingston Heath Reserve)

If it is necessary to evacuate Kingston Heath Reserve:

**Assembly Point B: The Cheltenham RSL located on Centre Dandenong Road.**

**Route:** Take the shortest and safest route possible

