

# EMERGENCY AND EVACUATION

QUALITY AREA 2 | ELAA VERSION 1.2



## PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Denzil Don Kindergarten
- raising the awareness of everyone attending Denzil Don Kindergarten about potential emergency situations and appropriate responses.



## POLICY STATEMENT

### VALUES

Denzil Don Kindergarten is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Denzil Don Kindergarten
- 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,
- informing parents/guardians how communication will be provided in a case of emergency.

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Denzil Don Kindergarten, including during offsite excursions and activities.

| <b>RESPONSIBILITIES</b>   | Approved provider and persons with management or control | Nominated supervisor and persons in charge day-to-day | Early childhood teachers, educators and all other staff | Parents/guardians | Contractors, volunteers and students |
|---|--|---|---|-------------------|--------------------------------------|
| <b>R</b> indicates legislation requirement, and should not be deleted           |  |   |   |                   |                                      |
| Ensuring the <i>Emergency and Evacuation Policy</i> and procedures are in place | <b>R</b>   | √   |   |                   |                                      |

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| Taking reasonable steps to ensure that all staff, students and volunteers follow the policy and procedures and are aware of their responsibilities  | R | √ |   |   |   |
| Completing the DET Emergency Management Plan ( <i>refer to Definitions</i> ) ( <i>refer to Attachment</i> ), and attaching a copy to this policy  | R | √ | √ |   |   |
| Ensuring the service's emergency management contact details are up to date on <a href="#">NQA ITS</a> online portal   | R | √ |   |   |   |
| Identifying if the service is on the BARR ( <i>refer to Definitions</i> )   | R | √ |   |   |   |
| Conducting a risk assessment ( <i>refer to Definitions</i> ) to identify potential emergencies that the service may encounter ( <i>Regulation 97(2)</i> ) ( <i>refer to Attachment</i> )  | R | √ | √ |   |   |
| Conducting a risk assessment ( <i>refer to Definitions</i> ) of emergency evacuation routes and assembly points   | R | √ | √ |   |   |
| Developing instructions for what must be done in the event of an emergency ( <i>Regulation 97(1)(a)</i> ) ( <i>refer to Attachment</i> )  | R | √ | √ |   |   |
| Appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency ( <i>refer to Attachment</i> )   | R |   |   |   |   |
| Developing an emergency and evacuation floor plan ( <i>refer to Definitions</i> ) ( <i>Regulation 97(1)(b)</i> ) ( <i>refer to Attachment</i> )   | R | √ |   |   |   |
| Ensuring a copy of the emergency and evacuation floor plan ( <i>refer to Definitions</i> ) and instructions are displayed in a prominent position near service exits and exits that forms part of the evacuation route of the service ( <i>Regulation 97(4)</i> )   | R | √ | √ |   |   |
| Ensuring emergency and evacuation drills ( <i>refer to Definitions</i> ) are rehearsed and documented at least once every 3 months by everyone attending the service. If the service has more than one emergency and evacuation procedure (evacuation and lockdown) all procedures must be rehearsed over the course of the year. ( <i>Regulation 97(3)(a)</i> ) ( <i>refer to Attachment</i> ) | R | √ | √ |   |   |
| Ensuring all staff, students, volunteers and visitors are aware of emergency evacuation points  | R | √ | √ |   |   |
| Ensuring up-to-date portable emergency contact lists are held in each room within the service and that evacuation procedures state who will carry this list during evacuation   | R | √ | √ |   |   |
| Developing procedures that consider collecting children's medication and managing children's medical conditions   | R | √ | √ |   |   |
| Providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy and procedures   | √ | √ | √ | √ | √ |
| Testing alarms and communication systems regularly  | R | √ |   |   |   |
| Ensuring those working at, or attending the service, have access to a phone for immediate communication with parents/guardians and emergency services ( <i>Regulation 98</i> ), and that phone numbers of emergency services are displayed  | R | √ |   |   |   |
| Identifying potential onsite hazards and taking action to manage and minimise risks ( <i>refer to Attachment</i> )  | R | √ | √ |   | √ |

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|---|---|---|---|--|---|
| Ensuring infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting  | R | √ |   |  |   |
| Ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted  | R | √ |   |  |   |
| Ensuring emergency equipment is regularly maintained in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits and alarm or duress systems                                   | R | √ |   |  |   |
| Providing a fully-equipped portable first aid kit ( <i>refer to Administration of First Aid Policy</i> )  | R | √ |   |  |   |
| Ensuring designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation  | R | √ | √ |  | √ |
| Ensuring lock-down ( <i>refer to Definitions</i> ) areas are in a state of emergency readiness, so they are safe for children, staff and visitor access   | √ | √ | √ |  | √ |
| Attending regular training to ensure that they can deal with emergency situations e.g., first aid ( <i>Regulation 136</i> ), emergency management etc   | R | R | √ |  | √ |
| Regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)  | R | √ | √ |  | √ |
| Developing staff debriefing procedures following emergency incidents  | √ | √ |   |  |   |
| Providing support to children before, during and after an emergency   |   | √ | √ |  | √ |
| Conducting checks of documentation and practices to ensure all requirements of this policy are being complied with  | R | √ | √ |  | √ |
| Informing the nominated supervisor and centre coordinator or, in their absence persons in day-to-day charge, the approved provider, about any serious incidents or notifiable incidents ( <i>refer to Definitions</i> ) at the service  |   |   | √ |  | √ |
| Notifying DET in writing within 24 hours of a serious incident ( <i>refer to Definitions</i> )  | R | √ |   |  |   |
| Completing the Incident, Injury, Trauma and Illness Record ( <i>refer to Definitions</i> ) where required   | R | √ | √ |  | √ |
| Notifying DET within 7 days of an incident requiring the service to be closed, or circumstance that posed a significant risk to the health, safety or wellbeing of child(ren) attending the service ( <i>National Law: Section 174(2)(c); Regulations: 175(2)(b) &amp; (c), 176</i> ) | R | √ |   |  |   |
| Reporting notifiable incidents ( <i>refer to Definitions</i> ) in the workplace to WorkSafe Victoria ( <i>refer to Definitions</i> )  | R | √ |   |  |   |
| Engaging with Fire Rescue Victoria ( <i>refer to Definitions</i> ) regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans   | R | √ | √ |  |   |

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| Identifying staff and children requiring additional assistance in the event of an emergency ( <i>refer to Attachment</i> )  | √ | √ | √ |   | √ |
| Ensuring emergency contact details are provided on each child's enrolment form and that these are kept up to date   | R | R | √ | √ |   |
| Ensuring an attendance record ( <i>refer to Definitions</i> ) is completed and maintained to account for all children attending the service ( <i>Regulation 158</i> ) | R | R | R | R |   |
| Keeping a written record of all visitors to the service, including time of arrival and departure  | R | R | √ |   |   |
| Ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency                | R | R | √ | √ | √ |
| Ensuring induction procedures are in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures               | R | √ |   |   |   |
| Ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation   | R | √ |   |   |   |
| Developing procedures to deal with the loss of critical functions, such as power/water shut-off.  | R | √ |   |   |   |
| Ensuring that children are adequately supervised at all times, and protected from hazard and harm ( <i>refer to Supervision of Children Policy</i> )                  | R | R | R |   |   |
| Raising children's awareness about potential emergencies and appropriate responses.   |   | √ | √ |   | √ |



## PROCEDURES

We recommend you refer to the Department of Education and Training's 'Guide to Developing Your Emergency Management Plan' (the Guide). It will take you through your plan on a step-by-step basis. The Guide and other resources can be located at:

[www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx)



## 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 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) (*refer to Definitions*) as part of their everyday operations and are required to regularly rehearse their emergency and evacuation procedures (*Regulation 97*). They must:

- Rehearse the procedures every 3 months and document it,
- Involve everyone present at the service at the time of the rehearsal. This includes all staff members, volunteers, children, and the responsible person who is present at the time of the rehearsal.

A copy of the service's emergency and evacuation policy and procedures must be available for inspection at the service premises at all times or on request.

DET provides Emergency Management Plan Guidelines and an Emergency Management Plan template (*refer to Sources*) to assist services to develop and review their EMP (*refer to Sources*). 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 including Regulations 97, 98, 168(2)(e)
- National Quality Standard, including 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: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file on the kindergarten website.

**Country Fire Authority (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

**Emergency drill/rehearsal:** a process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response

**Emergency Management Plan (EMP):** a written set of instructions for the service to prepare for and respond to emergencies.

**Emergency services:** Includes ambulance, fire brigade, police and state emergency services -

<https://info.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>

**Evacuation floor plan:** an evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults. It may also have the name 'evacuation diagram'

**Evacuation route:** continuous path of travel (including exits, public corridors and the like) from any part of a building to a safe place

**Fire Rescue Victoria (FRV):** (previously known as Metropolitan Fire Brigade) respond to fires, complex rescues, road crashes, emergency medical calls and hazardous chemical spills. The FRV 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:

- delivering expert fire and rescue services to the community they serve
- driving systemic change to the built environment through reforms to building design, regulations and legislation, and
- educating the community through fire prevention programs that improve community safety and build resilience

**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 Management Team (IMT):** a group of incident management personnel comprising the incident controller and other personnel appointed to be responsible for the functions of operations, planning, and logistics

**Lockdown:** a security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved

**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 coordinated application of resources to minimise, monitor and control the probability and/or impact of those risks.

**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

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## SOURCES AND RELATED POLICIES



### SOURCES

- Community Early Learning Australia – CELA's Simple Guide to bushfire advice for children's services: [cela.org.au/2020/12/04/bushfire-advice-2020](https://cela.org.au/2020/12/04/bushfire-advice-2020)
- Department of Education and Training, Bushfire At-Risk Register: <https://www.education.vic.gov.au/about/programs/health/pages/bushfirerisk.aspx>
- Department of Education and Training, Emergency Management Requirements: [www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx](https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx)
- Fire Rescue Victoria: [www.frv.vic.gov.au](https://www.frv.vic.gov.au)
- Country Fire Authority: [www.cfa.vic.gov.au](https://www.cfa.vic.gov.au)
- State Emergency Service: [www.ses.vic.gov.au](https://www.ses.vic.gov.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](https://www.worksafe.vic.gov.au)

### RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment and Wellbeing
- Enrolment and Orientation
- Excursions and Service Events
- Delivery and Collection of Children
- Incident, Injury, Trauma and Illness
- Occupational Health and Safety
- Staffing
- Supervision of Children



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## EVALUATION

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
- 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 the service's policy review cycle, or as required by legislation, research, policy and best practice
- consult with emergency services such as the FRV and CFA, to ensure the policy and procedures meet current best practices
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



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## ATTACHMENTS

- Emergency Management Plan template:  
[https://www.education.vic.gov.au/Documents/childhood/providers/support/ECS\\_EMP\\_Template\\_2022-23.docx](https://www.education.vic.gov.au/Documents/childhood/providers/support/ECS_EMP_Template_2022-23.docx)



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## AUTHORISATION

This policy was adopted by the approved provider of Denzil Don Kindergarten on 20/10/2022.

**REVIEW DATE:** 20 / OCTOBER / 2024

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