

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

### **PURPOSE**

This policy is a special circumstance policy which augments the main Gum Nut Gully Preschool 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**

Gum Nut Gully Preschool 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 Gum Nut Gully Preschool.

#### **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 leads
- Snakes and 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.

Relevant legislation includes but is 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

#### 4. DEFINITIONS

**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 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.

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

### **Centre Policies**

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

## **PROCEDURES**

### **General**

#### **The Approved Provider is responsible for:**

- Following all requirements in Gum Nut Gully's Emergency Management 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 point in response to potential emergency situations. Refer to Attachment 2 for Bush Kinder Evacuation Procedures, Evacuation Routes and Assembly Point.
- 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 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; and 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 policies 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 Gum Nut Gully's Emergency Management Policy and Incident, Injury, Trauma and Illness Policy
- Establishing, monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a safe evacuation route and assembly point in response to potential emergency situations. Refer to Attachment 2 for Bush Kinder Evacuation Procedures, Evacuation Routes and Assembly Point.
- 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 first aid kit at Bush Kinder.
- Maintaining an annual training procedure prior to the commencement of each Bush Kinder year (April) for 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, 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.
- Ensuring that staff medical and next of kin details and contact numbers are in the Bush Kinder backpack

**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 Point 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 the DEECD (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.

*\*Post evacuation- educators are to debrief and communicate clear and concise information about the incident. Children considered at risk of shock after any incident should be monitored closely upon return to the kindergarten, and in the event that first aid must be administered, appropriate first aid policies and procedures will be followed.*

**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 Centre's main Delivery and Collection of Children Policy for bush kinder: 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.



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## **ATTACHMENTS**

Attachment 1: Emergency Contacts

Attachment 2: Bush Kinder Evacuation Procedures, Assembly Point and Evacuation Routes

## **AUTHORISATION :**

This policy was approved by the Gum Nut Gully Preschool Committee of Management on 22/03/2022 and will be due for review annually.

## **Attachment 1 : Emergency contacts**

### **1. EMERGENCY CONTACTS** **EMERGENCY SERVICES**

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

### **1. 5.2 OUR EARLY CHILDHOOD SERVICE CONTACTS**

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Approved Provider/Licensee or Person with Management or Control/Licensee Representative	Lauren Whitelock	0413305778	0413305778	0413305778
Responsible Person/Primary Nominee	Ann O’Gorman	(03) 9841 9556	0435735560	0435735560
First Aid Officer	Teacher on duty			
OHS Representative	Ann O’Gorman	(03) 9841 9556	0435735560	0435735560
Bulk Messaging System Operator (eg SMS)	Teacher on duty			0435735560

### **2. 5.3 KEY ORGANISATIONAL AND DET REGIONAL CONTACTS**

	Name	Phone	Mobile
Quality Assessment and Regulation Division (QARD) Area Team	Eastern Metropolitan Area	1300 651 940	
Regional Department of Education and Training (DET) Manager, Operations and Emergency Management	North Eastern: Linda Jamieson	8392 9336	0448 284 749

Early childhood services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements.

Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.

- **Education and care services** operating under the National Quality Framework (NQF) refer to the fact sheet *Serious incidents and complaints* available at: [http://www.education.vic.gov.au/childhood/providers/regulation/Pages/incidents\\_complaints.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/incidents_complaints.aspx)

Notifications of serious incidents, incidents and complaints must be submitted online via the National Quality Agenda IT System (NQA ITS)

[www.acecqa.gov.au/national-quality-agenda-it-system](http://www.acecqa.gov.au/national-quality-agenda-it-system)

- **Children's services** operating under the *Children's Services Act 1996* (Children's Services Act) refer to the practice note *Serious incidents* available at:  
[www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx)

### LOCAL/OTHER ORGANISATIONS CONTACTS

	Phone
Police Station	(03) 8841 3999
Hospital/s	Box Hill 1300 342 255 Austin (03) 9496 5000
Gas	1300 920 564
Electricity	1300 920 564
Water Corporation	13 17 21
Facility Plumber	NIL
Facility Electrician	NIL
Local Government	(03) 9840 9333
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089



## **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 sign-in sheet is in the educator's backpack along with other necessary items such as medication;
- Count/check off against the attendance record to ensure all children are accounted for;
- With the exception of the educator's backpack, leave Bush Kinder gear at the site – it can be collected later;
- En-route to Assembly Point (see below for appropriate locations of the Assembly Point), 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, conduct a full count/roll call 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, following 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, the children will return to the Centre.
- Where necessary, notify DEECD of emergency situation and evacuation;

#### **Assembly Point and Routes**

**A. TORRENTIAL RAIN OR HAIL, ELECTRICAL STORMS, EXTREME WINDS and ALL OTHER EMERGENCIES**

Return to Gum Nut Gully Preschool, taking the shortest route possible.

**B. ALL OTHER EMERGENCY EVACUATION SITUATIONS (when NECESSARY to evacuate Mullum Mullum Linear creek park)**

If it is necessary to evacuate Mullum Mullum Linear Creek path, where possible group will evacuate back to Gum Nut Gully Preschool.

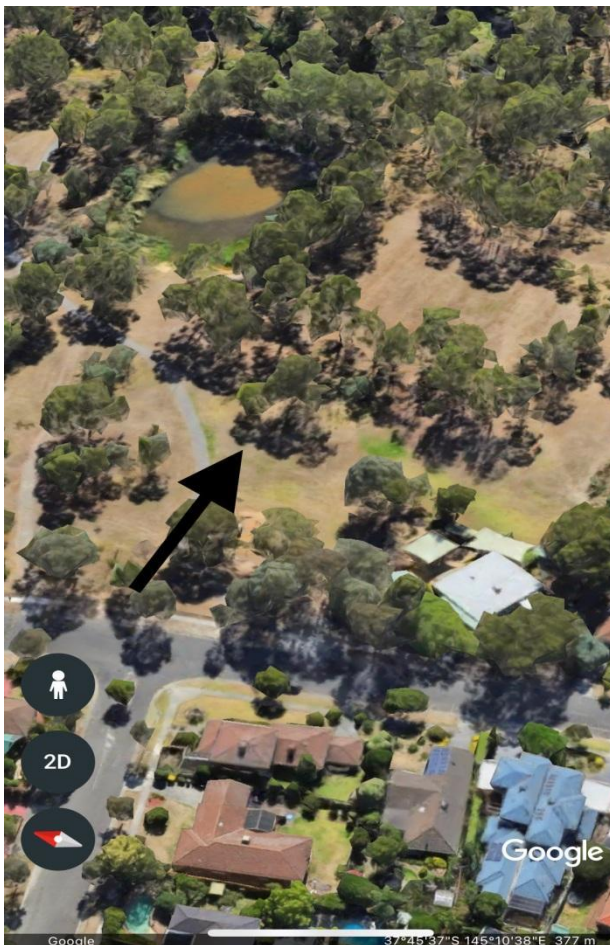
**Routes:**

**Preferred Option:** Directly up the path into the side gates of the preschool. See Map A

Map A :

Arrow indicates Assembly point.

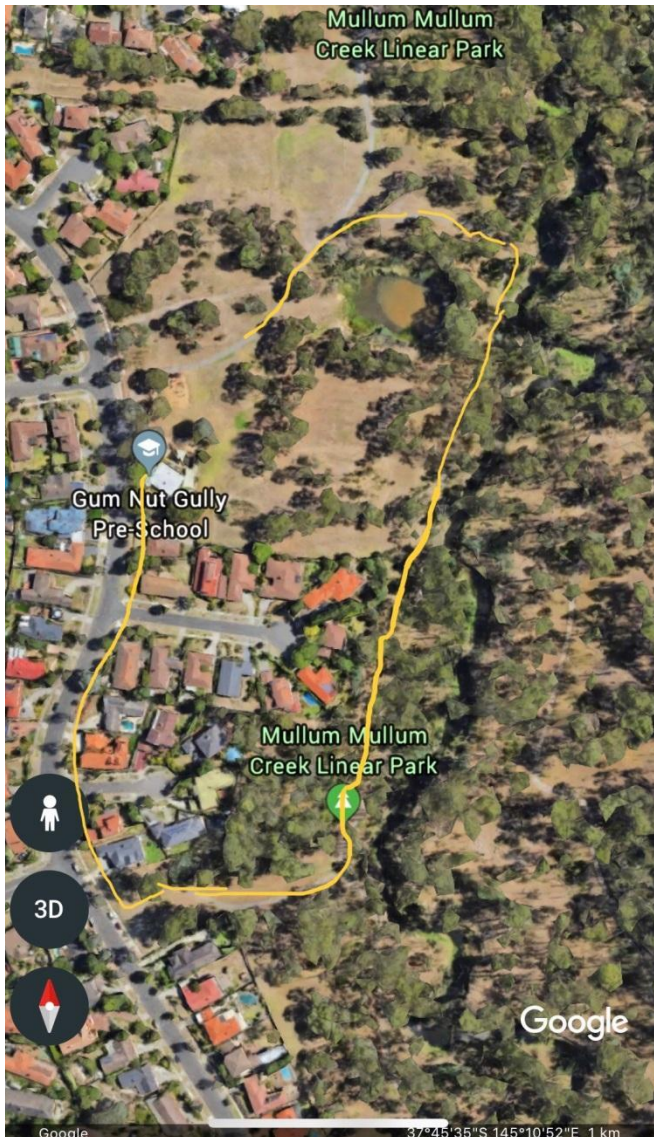
After ensuring all persons are accounted for staff and children will walk directly up the path to the kindergarten, to the Assembly Point inside the gates of the Preschool.



**Gum Nut Gully Preschool Site Map Larnoo Drive**

**Alternate Route:** See Map B (if not possible to leave via the walking path into the gate)

Map B:



Educators and children will walk down the footpath to Mullum Mullum Trail, turn right onto the trail, walking south along the track until we reach the trail exit up onto Larnoo Drive. We turn right into Larnoo Drive, cross the road at Navarre Crt and Dilkara Crt and return to the preschool if it is safe to do so.

If not safe to assemble back at preschool, we assemble at original Evacuation point on the corner of Larnoo Drive and Dilkara Court. (Refer Emergency Management Plan)



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