



BUSH KINDER PROGRAM: EMERGENCY EVACUATION POLICY

PURPOSE

This policy is a special circumstance policy which augments the main South Kingsville 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

South Kingsville 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 South Kingsville 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
- Other animal intruders
- Uninvited person/stranger (threatening, causing a nuisance or unease for staff and participants)
- Toxic leak
- Hostage/siege

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- 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 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.

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*



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General

The Approved Provider is responsible for:

- Following all requirements in South Kingsville'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 1 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 (February) 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 policy 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 South Kingsville'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 1 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

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at Bush Kinder.

- Maintaining an annual training procedure prior to the commencement of each Bush Kinder year (February) 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
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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 1;
- 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.

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* and the *Bush Kinder Program: 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.



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SOUTH KINGSVILLE Pre SCHOOL 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.

ATTACHMENTS

Attachment 1: Emergency Contacts

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

AUTHORISATION

This policy was approved by the South Kingsville Preschool Committee of Management at a Committee meeting on 18/04/17

REVIEW DATE: April 2018

Attachment 1

EMERGENCY CONTACTS

1. EMERGENCY SERVICES

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

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	Louisa Bear			0408535779
Responsible Person/Primary Nominee	Elissa Stafford			0412480030
First Aid Officer	Dawn Orchard			0412405251
Staff	Emma McLachlan			0439202005
Staff	Lisa DiCarlo			0419379108
Staff	Rachel Brown			0409437141
Staff	Robyn Window			0415104886
Staff	Tina Deneys			0414807232
Staff	Janet Nicholls			0422394898
Staff	Sue Buckle			0413059567
OHS Representative				
Bulk Messaging System Operator (eg SMS)				
<Add contacts as required>				

3. KEY ORGANISATIONAL/REGIONAL CONTACTS

	Name	Phone	Mobile
DET Region	South Western Victoria Region		N/A
Regional DET Manager, Operations and Emergency Management	South Western: Andrea Cox	5337 8429	0407 861 841
<Add contacts as required>			

4. LOCAL/OTHER ORGANISATIONS CONTACTS

	Phone
Police Station	Altona Nth 93923111 Williamstown 93939555
Hospital/s	Royal Children's Hospital 93455522 Williamstown Hospital 93930100 Western Hospital 83456666
Gas	AGL 131245
Electricity	AGL 131245
Water Corporation	City West Water 131691
Hot Water Emergency	131766
Poisons Information Line	131126
Local Government	City of Hobsons Bay: 99321000 City of Maribyrnong: 96880200
SES (flood, storm and earthquake)	132 500
Victorian WorkCover Authority (formerly WorkSafe Victoria)	13 23 60
Department Of Human Services (Regional Office)	1300360391 Footscray
EPA	1300372842
DEECD South Western Region	(03) 83970300 Footscray
Emergency Management Services Unit (ESMU)	(03) 95896266
Altona refinery Community 24 hour Hotline	1800659527

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;



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SOUTH KINGSVILLE
Pre SCHOOL

Assembly Point and Routes

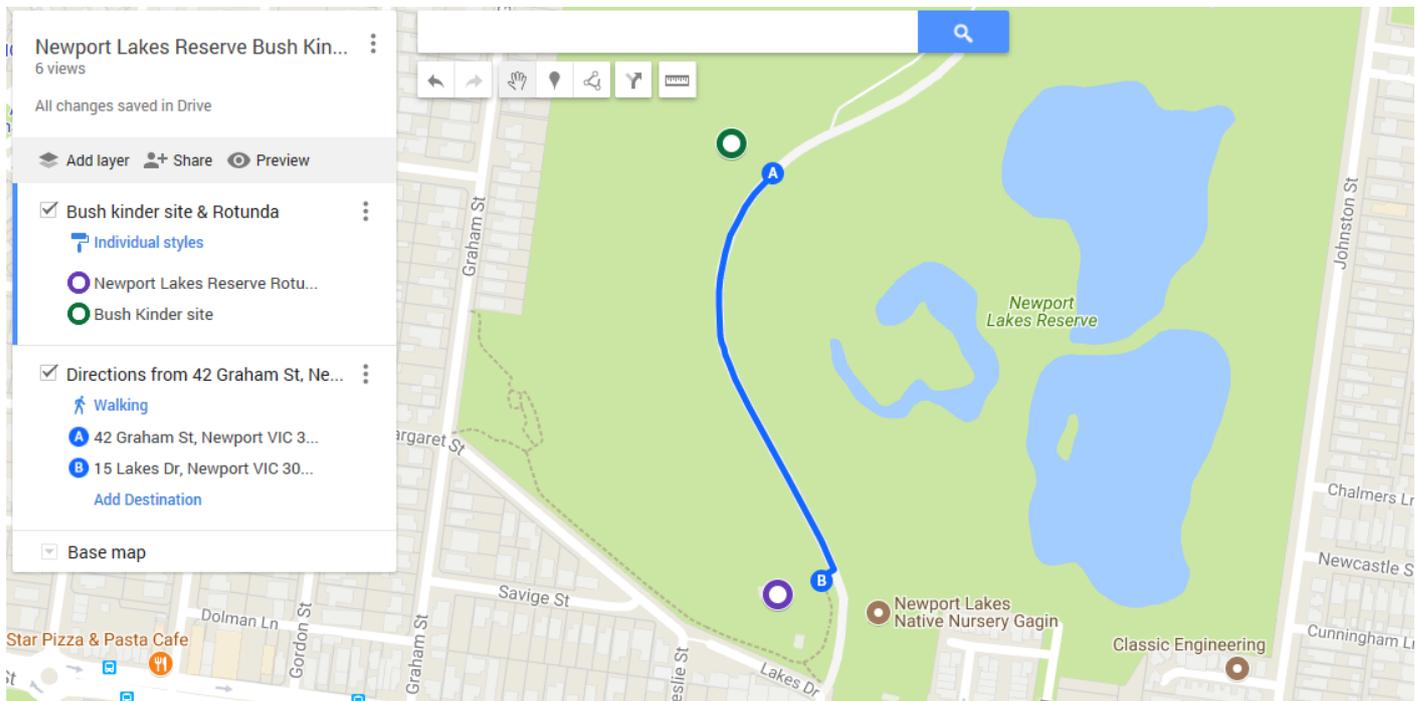
- A. TORRENTIAL RAIN OR HAIL, ELECTRICAL STORMS, EXTREME WINDS and ALL OTHER EMERGENCIES** when not required to leave Newport Lakes Reserve altogether.

Assembly Point A: ROTUNDA

Group to wait here until torrential rain and/or hail, or storm (waiting an extra 30 minutes after an electrical storm has ceased) has passed and it is safe to resume normal Bush Kinder Activities, or walk back to the Centre.

Shelter may be sought in the Newport Lakes Reserve Rotunda.

Route: Take the shortest safe route possible .



Bush Kinder Site - Arboretum



Assembly Point A: ROTUNDA



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B. ALL OTHER EMERGENCY EVACUATION SITUATIONS (when NECESSARY to evacuate Newport Lakes Reserve)

If it is necessary to evacuate Newport Lakes Reserve, where possible group will evacuate back to South Kingsville Preschool.

Routes:

Preferred Option: Leave Newport Lakes through Percy St gate onto Graham St and walk until you reach Blackshaws Rd. Turn right onto Blackshaws Rd and cross the road carefully and walk up Paxton St to South Kingsville Preschool. **See Map A**

Alternate Routes: (if not possible to leave Newport Lakes Reserve through the Percy St gate) Educators will decide which alternate route is appropriate for the situation.

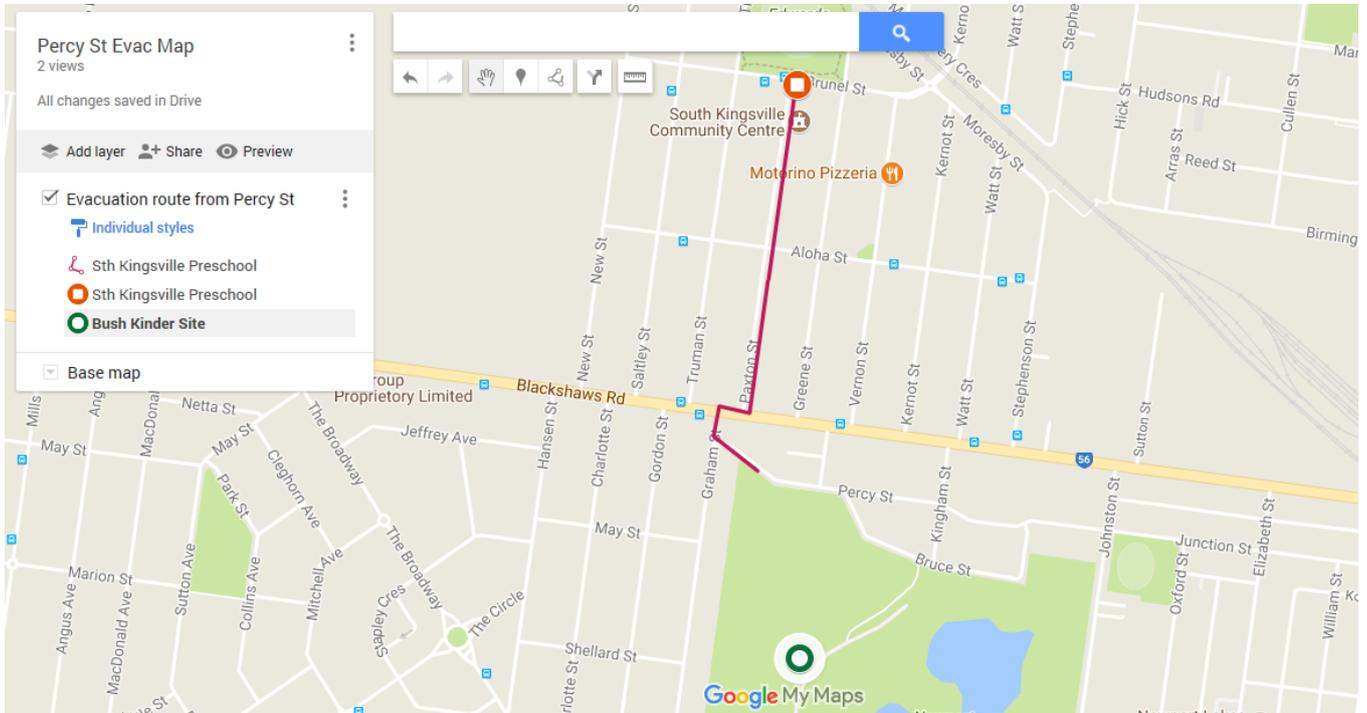
Leave Newport Lakes Reserve through Bruce St gate and walk up Kingham St, left onto Blackshaws Rd, crossing safely and walk along Paxton St back to South Kingsville Preschool. **See Map B**

Leave Newport Lakes Reserve bush kinder site and walk through the parkland/playground area to exit via Graham St. Walk to the right along Graham St till you arrive at Blackshaws Rd. Turn right and then cross Blackshaws Rd safely and proceed along Paxton St to South Kingsville Preschool. **See Map C**

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MAP A

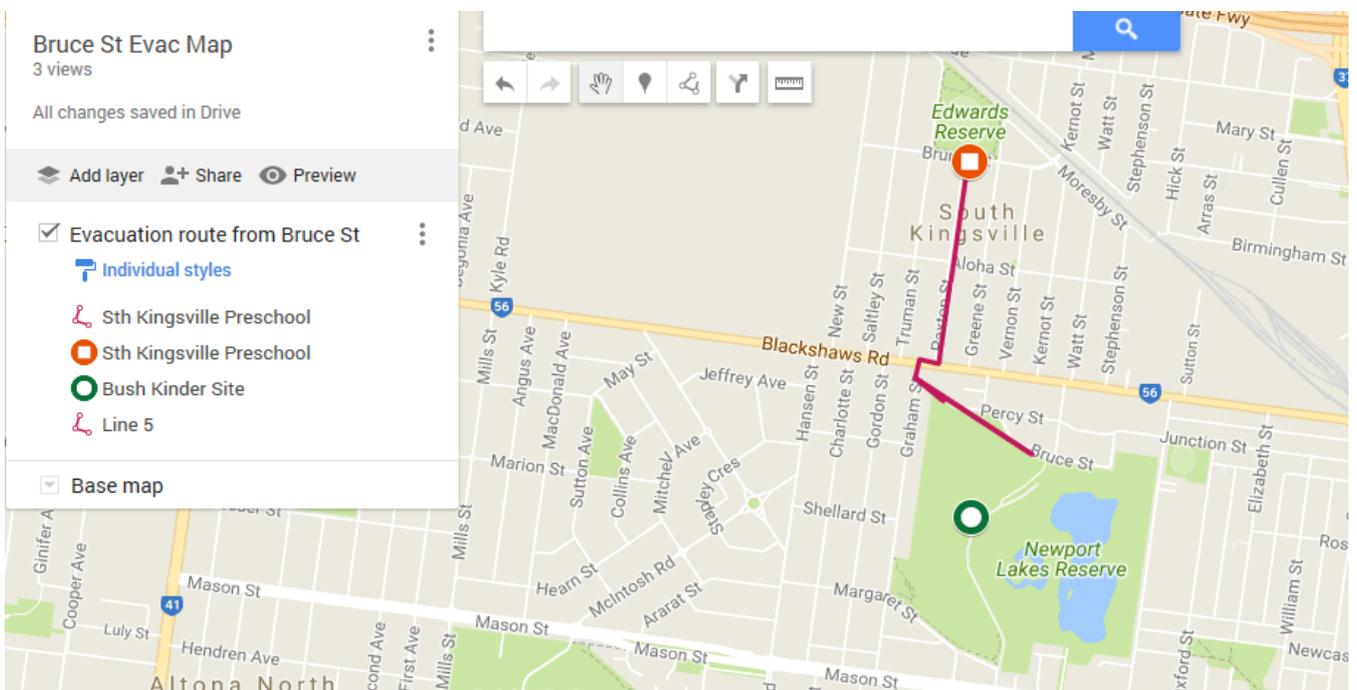
Evacuation route via Percy St exit



Preferred Route back to South Kingsville Preschool

MAP B

Evacuation route via Bruce St



MAP C

Evacuation route via Graham St

