

BUSH KINDER: EMERGENCY EVACUATION

QUALITY AREA 2



Working in partnership with Cancer Council Victoria, ELAA has aligned this policy to the key policies and guidelines of the Healthy Early Childhood Services Achievement Program.

This policy, Bush Kinder Emergency Evacuation, is a special circumstance policy which augments the main Ferguson Park Preschool *Supervision of Children Policy* and should be read in conjunction with this policy.



PURPOSE

This policy provides a clear set of guidelines and procedures for Ferguson Park Preschool to:

- this policy is a special circumstance policy which augments the main Ferguson Park 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

VALUES

Ferguson Park Preschool:

- providing a safe environment for all children, staff and persons participating in programs at Ferguson Park Preschool
- 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 Ferguson Park Preschool Bush Kinder program.



RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Following all requirements in Ferguson Park Preschool’s <i>Emergency and Evacuation Policy</i> and <i>Incident, Injury, Trauma and Illness Policy</i>	R	✓			
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	R	✓			
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	R	✓			
<i>Refer to Attachment 2</i> for Bush Kinder Evacuation Procedures, Evacuation Routes and Assembly Point	R	✓			
Ensuring emergency evacuation procedures are included in staff documentation carried at Bush Kinder	R	✓			
Ensuring a fully equipped first aid kit is included with the Bush Kinder gear and equipment in accordance with <i>Education and Care Services National Regulations 2011 (Vic) r89</i>	R	✓			
Ensuring all educators and volunteers are aware of the location of first aid kit at Bush Kinder by going through the induction checklist	R	✓			
Maintaining an annual training procedure prior to the commencement of each Bush Kinder year (February) 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	R	✓			
Ensuring that all children, staff, parent/guardians, students, volunteers and visitors understand the requirements of this policy including conducting practice drills	R	✓			
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	R	✓			
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. <i>Refer to Attachment 1.</i> for contact details	R	✓			
Ensuring that all staffs medical and next of kin details and contact numbers are easily accessible		✓	✓		



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 <i>Attachment 2</i>		✓	✓		✓
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 DE (<i>Education and Care Services National Regulations 2011 (Vic) r87</i>)		✓	✓		
Recording incidents in the incident folders (<i>Education and Care Services National Regulations 2011 (Vic) r87</i>).		✓	✓		
Ensuring that all children, staff and volunteers are accounted for in the event of an evacuation		✓	✓		
Reading and being familiar with the policy				✓	✓
Bringing relevant issues to the attention of both staff and the Committee				✓	✓
Supporting children's awareness and education in emergency situation				✓	✓
Following the directions of staff during an emergency, incident or drill				✓	✓



PROCEDURES

Following all requirements in Ferguson Park Preschool's *Emergency and Evacuation Policy* and *Incident, Injury, Trauma and Illness Policy* and implementing and maintaining the policy which provides clarity to parents and staff as to the Emergency Evacuation procedures to ensure safety and wellbeing.



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 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
- Natural events, such as extreme weather, floods, severe winds, thunderstorm or earthquake
- The involvement of firearms or other weapons

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- Hazardous substances incidents
- Medical emergency (refer to the *Incident, Injury, Trauma and Illness Policy*).

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 and standards include but are 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.

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: 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 of the PolicyWorks catalogue.

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 2* 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.



SOURCES AND RELATED POLICIES

RELATED POLICIES

- Administration of First Aid
- Emergency and Evacuation
- Excursions and Service Events
- Hygiene
- Inclusion and Equity
- Injury, Trauma and Illness
- Supervision of Children
- Bush Kinder Program: Dog Awareness
- Bush Kinder Program: Extreme Weather
- Bush Kinder Program: Snake awareness





EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- 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 \(2\)](#))
- where deemed appropriate, encourage feedback regarding this policy and its implementation with parents/guardians of children participating in the Bush Kinder program.
- facilitate 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.



ATTACHMENTS

- Attachment 1: Emergency Contacts
- Attachment 2: Bush Kinder Evacuation Procedures, Assembly Point and Evacuation Routes



AUTHORISATION

This policy was adopted by the approved provider of Ferguson Park Preschool on **05/06/2024**.

REVIEW DATE: 05/06/2024.



ATTACHMENT 1. EMERGENCY CONTACTS

Early Childhood Service Contacts

Key Roles	Name	Phone	Mobile
Approved provider - President	Danielle Koster	03 9718 1571	0410 554 645
Nominated supervisor	Asli Mert	03 9718 1571	0480 102 222
Person in day-to-day charge Wednesday, Thursday, Friday	Natalie Bezzina	03 9718 1571	0407 525 687
Person in day-to-day charge Monday, Tuesday	Asli Mert	03 9718 1571	0480 102 222
First Aid Officer Wednesday, Thursday, Friday	Kacey Battenally	03 9718 1571	0406 635 138
First Aid Officer Monday, Tuesday	Paola Feullet	03 9718 1571	0433 472 134

Key organisational and Department of Education and Training (DET) contacts

Organisation	Name	Contact number
DET Quality Assessment and Regulation Division (QARD) Area/Regional Team	North Western Victoria Region	03 7005 1989
	Northern Metropolitan Area	
	North Western Region	0418 509 953

Local/other organisations contacts

Organisation	Contact Number
Police Station	Hurstbridge 9718 2111
Hospital/s	Northern 9496 5000
Gas	Red Energy 131 806
Electricity	Momentum Energy 1300 662 778
Water Corporation	132 762
Facility Plumber Nillumbik Council	9433 3111
Facility Electrician Nillumbik Council	9433 3111
Local Government Shire of Nillumbik	9433 3111
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089
Notify of water and fire services cut off/bridge and road closure	1800 668 511



ATTACHMENT 2. BUSH KINDER EVACUATION PROCEDURES, ASSEMBLY POINT AND EVACUATION ROUTES

