



## EMERGENCY AND EVACUATION POLICY

### Mandatory – Quality Area 2

### PURPOSE

This policy will provide a framework for:

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

### POLICY STATEMENT

### VALUES

Tecoma Preschool is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Tecoma 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 Tecoma Preschool, including during offsite excursions and activities.

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					
Ensuring the Emergency and Evacuation Policy and procedures are in place	R	✓			
Taking reasonable steps to ensure that nominated supervisors, early childhood teachers, educators, staff and volunteers follow the policy and procedures and are aware of their responsibilities	R	✓			
Completing the DE Emergency Management Plan (refer to Definitions) (refer to Attachment), 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	R	✓			
Conducting a risk assessment to identify potential emergencies that the service may encounter (refer to Definitions) at least once every 12 months, or as soon as practicable after becoming aware	R	✓	✓		

of any circumstance that may affect the safe evacuation of children from the service (Regulation 97(2)) (refer to Sources)					
Conducting a risk assessment (refer to Definitions) of emergency evacuation routes and assembly points	R	✓	✓		
Ensuring any necessary updates to the emergency and evacuation policies and procedures are implemented as soon as practicable after reviewing the risk assessment	R	✓	✓		✓
Developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) (refer to Attachment)	R	✓	✓		
Appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (refer to Attachment)	R				
Developing an emergency and evacuation floor plan (refer to Definitions) (Regulation 97(1)(b)) (refer to Attachment)	R	✓			
Ensuring that a copy of the emergency and evacuation floor plan (refer to Definitions) and instructions are displayed in a prominent position near each exit at the service premises, and near each exit that forms part of the evacuation route out of the service (Regulation 97(4))	R	✓	✓		
Ensuring that the emergency and evacuation drills (refer to Definitions) 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. (Regulation 97(3)(a)) (refer to Attachment)	R	✓	✓		
Ensuring that 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, procedures and manuals etc	✓	✓	✓	✓	✓
Testing alarms and communication systems regularly, such as on a monthly basis	R	✓			
Ensuring that those working at, or attending the service, have access to a phone for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed	R	✓			
Identifying potential onsite hazards and taking action to manage and minimise risks (refer to Attachment)	R	✓	✓		✓
Ensuring all 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 all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems	R	✓			
Providing a fully-equipped portable first aid kit (refer to Administration of First Aid Policy)	R	✓			
Ensure that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation	R	✓	✓		✓
Keeping lock-down (refer to Definitions) areas in a state of readiness so they are safe for children, staff and visitors to use	✓	✓	✓		✓

Attending regular training to ensure that they are able to deal with emergency situations e.g. first aid (Regulation 136), emergency management and OHS training	R	R	✓		✓
Regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)	R	✓	✓		✓
Developing procedures to debrief staff following emergency incidents	✓	✓			
Providing support to children before, during and after emergencies		✓	✓		✓
Conducting checks of documentation and practices to ensure all requirements of this policy are being complied with	R	✓	✓		✓
Informing the nominated supervisor or persons in day-to-day charge or, in their absence, the approved provider or person with management and control, about any serious incidents or notifiable incidents (refer to Definitions) at the service			✓		✓
Notifying DE in writing within 24 hours of a serious incident (refer to Definitions)	R	✓			
Completing the Incident, Injury, Trauma and Illness Record (refer to Definitions) where required	R	✓	✓		✓
Notifying DE within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service (National Law: Section 174(2)(c); Regulations: 175(2)(b) & (c), 176)	R	✓			
Reporting notifiable incidents (refer to Definitions) in the workplace to WorkSafe Victoria (refer to Definitions)	R	✓			
Engaging with Fire Rescue Victoria and/or Country Fire Authority (refer to Definitions) 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	✓	✓		
Identifying staff and children requiring additional assistance in the event of an emergency (refer to Attachment)	✓	✓	✓		✓
Ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date	R	R	✓	✓	
Ensuring that an attendance record (refer to Definitions) is completed and maintained to account for all children attending the service (Regulation 158)	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 there are induction procedures 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 loss of critical functions, such as power/water shut off	R	✓			
Ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to Supervision of Children Policy)	R	R	R		
Raising children's awareness about potential emergency situations and appropriate responses		✓	✓		✓

## PROCEDURES

Every service is different; therefore, it is not practical to apply a generic emergency and evacuation procedure. 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 procedure 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.

All education and care services listed on the Department of Education (DE)'s Bushfire At-Risk Register (*refer to Sources*) are required as a condition of their service approval to submit their EMP to their regional office by September 1 each year.

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: <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 of the PolicyWorks catalogue.

**Country Fire Authority (CFA):** the 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.

**Bushfire at Risk Register (BARR):** Kindergartens and childcare facilities assessed to be at the highest risk of fire are placed on the department's BARR. Inclusion on this register is a trigger for the kindergarten or childcare facility to pre-emptively close on days determined Catastrophic in their Bureau of Meteorology district, as well as other pre-emptive and preparedness actions in line with their fire risk category.

**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. A guide to preparing an emergency plan and an Emergency Management Plan template are available on the DE website (*refer to Sources*)

**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) responds 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.

**Lock down:** 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

**Planned closure:** services identified as being at high fire risk and on the DET's Bushfire At-Risk Register will close on days determined to have a fire danger rating of Catastrophic by the Emergency Management Commissioner. Where possible, four to seven days' notice of a planned closure will be provided. Services not on the Department's Bushfire At-Risk Register will remain open, unless directly threatened by fire or another emergency.

**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 co-ordinated and economical 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.

## 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](http://www.cfa.vic.gov.au)
- State Emergency Service: [www.ses.vic.gov.au](http://www.ses.vic.gov.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://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

## EVALUATION

In order 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)*).

## ATTACHMENTS

- Emergency Management Plan template:  
[https://www.education.vic.gov.au/Documents/childhood/providers/support/ECS\\_EMP\\_Template\\_2021-22\\_AUG21.docx](https://www.education.vic.gov.au/Documents/childhood/providers/support/ECS_EMP_Template_2021-22_AUG21.docx)

## AUTHORISATION

This policy was adopted by the approved provider of Tecoma Preschool.

**Next REVIEW DATE: JUNE 2025**



# TECOMA PRESCHOOL FIRE PLAN

[https://docs.google.com/document/d/1xbzY4j-Dqt9tJUoAksCavasB59ilr\\_HSYMOTKNh\\_Okg/edit?usp=sharing](https://docs.google.com/document/d/1xbzY4j-Dqt9tJUoAksCavasB59ilr_HSYMOTKNh_Okg/edit?usp=sharing)

**Parents please note:** Tecoma Preschool will close on Catastrophic days once instructed by the relevant body, usually the CFA or Vic Emergency. Where possible, 4-7 days notice of a planned closure will be provided. Parents and guardians should however note that in certain instances, fewer than 3 days notice might be provided. Where possible, notice of closure will be provided via SMS to mobile phones. Otherwise, notice will be given via landline. Once the decision to close Tecoma Preschool is confirmed, this decision is final and will not change regardless of subsequent changes to the weather forecast.

## **In the event of a bushfire on a NON FIRE BAN day:**

- The order to evacuate will be given by the officer in charge
- The officer in charge will contact the Tecoma primary school fire officer, and evacuation will commence immediately
- Where possible, notice of evacuation will be provided via SMS to mobile phones and via Storypark. Otherwise, notice will be given via landline contact numbers.
- Children will be walked to the Tecoma Primary School hall in a group (**please see attached diagram**) and name tags will be placed on children when viable.
- A sign placed on the entrance gate of the kindergarten will indicate the location of the children
- One member of staff will be stationed near the entrance to the toilet block. Any child requiring the toilet will report to this teacher when entering and leaving the area. This teacher will ensure that the child returns immediately to the safe area. No parent/guardian may remove a child while en route to or from the toilet area. The procedure outlined above must be followed.
- Two administrative members of staff will patrol the area, oversee the operation and inform other teachers of events as they occur. No general movement out of the safe area is to be made without the prior permission of one of these staff members.
- Parents or guardians are able to collect children once they are in a declared safe area (ie the Tecoma primary school hall) **unless the school has been ordered into lockdown (see below) by the CFA or other governing body.**
- Please note that after a child has been handed over into the care of their parent/guardian they are no longer the responsibility of the kindergarten or school.
- Parents must be aware that should they come to the school or kindergarten during an emergency, vehicle access must be maintained at all times. Vehicles blocking access of fire trucks, ambulances etc will be removed at the owner's expense.

## **Collecting children:**

- Only a parent/guardian will be permitted to remove a child from the school.
- The parent/guardian must ask the staff member stationed at the door for the child to be brought out.
- The parent/guardian must sign next to the child's name on the roll before the child may be handed over.

## **In the event of a lockdown:**

- If lockdown has been initiated, **parents will not have access to children once children have entered the hall.**

- If possible, parents/guardians will be notified via SMS to mobile phones or via landline contact numbers. Carers should be aware that due to system failures during such emergencies, communication might well be limited.
- Children will be released into the care of parents or guardians only when the CFA (or other official governing body) has declared it safe to do so. Parents/guardians will be notified when it is safe to collect children via SMS to mobile phones or via landline contact numbers.

