

Emergency Management Policy

1. Policy statement

Values

Yarra Warra Pre-School is committed to:

- As far as practicable, providing a safe and healthy environment for all children, staff, and any other persons participating in the program.
- Responding to the needs of the child if the child is injured, becomes ill, or is traumatised whilst attending the pre-school.
- Having appropriate procedures in place to effectively manage emergency incidents at the pre-school.

Purpose

This policy sets the framework for the development of specific emergency management procedures, practices and guidelines.

2. Authorisation

This policy was adopted by the Yarra Warra Pre-School committee, at the committee meeting on 11 November 2009.

3. Review date

This policy will be reviewed annually, or varied earlier if necessary, and the committee will within 28 days of making any change, notify the parents/guardians of the children attending, of that change (Regulation 42).

4. Scope

This policy applies to the committee, staff, parents/guardians, children, volunteers and students attending the pre-school.

5. Background and legislation

Fire is a very real threat to the safety of all people attending the pre-school, however there are also many other emergency situations which may occur at any time including:

- Fire (other than bushfire)
- Flood/Severe storm
- Intruder
- Toxic / gas leak
- Loss of water or power
- Bomb threat
- Intruder/Hostage situation

It is vital that strategies for dealing with emergency situations are planned ahead of time to ensure the safety of all involved in such an incident.

The publication developed by the Metropolitan Fire and Emergency Services Board (MFB), Country Fire Authority (CFA) and Department of Human Services (DHS), *Emergency Procedures - Guidelines for kindergartens and childcare centres* provides valuable information and proformas for the development of emergency procedures.

Legislation

- Children's Services Regulations 2009
 - Regulation 76 'Emergency care procedures are developed and regularly practised at the premises of the children's service by the staff and volunteers with the children being cared for or educated by the service'
 - Regulation 77 'Access to an operating telephone or similar means of communication whenever children are being cared for or educated by the service'
 - Regulation 40 Information to be available
 - 40(1) The proprietor must ensure that the following information is displayed prominently at the main entrance to the children's service
 - 40(1)(g) details of emergency evacuation procedures
 - Regulation 84 'the proprietor must supply and maintain a suitably equipped first aid kit at the children's service which is easily recognisable and readily accessible to staff but inaccessible to children'
 - Regulation 63 Staff to have first aid training
 - Regulation 75 Removal of a child in emergency
 - Regulation 90 Secretary to be notified of a serious incident
- *Occupational Health and Safety Act 2004 (Vic)*

6. Definitions

Emergency: A serious situation or occurrence that happens unexpectedly and demands immediate action; or a sudden unforeseen crisis (usually involving danger) that requires immediate action. Emergencies we may confront include: bushfires, internal fires and smoke; severe storms and internal flooding, pandemics and communicable diseases; earthquake; chemical hazard or gas leak violent incidents or bomb threats.

Emergency Management Plan (EMP): means the emergency management plan prepared for the Pre-School (using DEECD's template). The EMP sets out the roles, responsibilities and actions to be taken in the event of an emergency.

Emergency mobile phone: means the mobile phone used as an additional communication device to communicate via SMS message with parents/carers.

Evacuation: Leaving a place in an orderly fashion, especially for protection.

7. Procedures

The committee are responsible for:

- Developing, in collaboration with staff, appropriate procedures to be followed in the event of an emergency at the pre-school.
- [Ensuring that a risk assessment is conducted to identify potential emergencies that are relevant to the pre school](#)
- Ensuring emergency procedures [and floor plan](#) are prominently displayed [near Exits](#) and practised [at least once per term every 3 months](#).
- Ensuring all necessary emergency equipment is available and maintained, for example, fire extinguishers [and fire blankets](#).

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- [Providing evidence that emergency equipment is tested as recommended by recognised authorities](#)
 - Ensuring staff are provided with necessary information and training, for example, handling of fire extinguishers.
 - Regularly reviewing and updating procedures as required or following an emergency incident.
 - [Assessing with the qualified staff member\(s\) if DEECD needs to be notified as per the requirements of regulation 90.](#)
 - [Written communication with families about the service's emergency procedures and plans to manage incidents](#)
 - [Written plans to manage an emergency that may be likely to affect individuals at the service \(for example, the management of an asthma attack, anaphylactic reaction or epileptic fit\)](#)

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The staff are responsible for:

- Providing input into the development of procedures to be followed in the event of an emergency situation.
- Being familiar with procedures and responsibilities contained in the EMP.
- Implementing the procedures outlined in the EMP.
- Ensuring the safety of the children in their care.
- Contributing to the review of the procedures following an emergency incident.
- Ensuring the emergency evacuation procedure [and floor plan](#) is displayed in a prominent position/s [near Exits](#).
- Ensuring the arrival and departure book is completed as per the requirements of the pre-school's Delivery and Collection of Children Policy.
- [Practicing the emergency evacuation procedures with the children ~~at least once a term~~ every 3 months](#) and more frequently during first and fourth terms, and recording the dates of practices [and evaluations of these](#)
- [Keeping a current, portable record of children's emergency contacts that can be carried in case of emergencies and/or evacuations](#)

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Senior staff are responsible for:

- Training relief staff, volunteers and student teachers on the Pre-School's EMP.
- Scheduling and overseeing planned and unplanned evacuations and drills.
- Liaising with the CFA about training programs.

The parents/guardians are responsible for:

- Being familiar with the Pre-School's emergency procedures set out in the EMP.

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- Ensuring children are signed in as per the requirements of the Pre-School's Delivery and Collection of Children Policy.
 - When acting as a parent helper: following the directions of staff during an emergency incident.
 - When acting as a parent helper: participating and assisting in practice emergency evacuations at the Pre-School at the time of the practice.
 - When acting as a parent helper: assisting in emergency evacuations at the pre-school at the time of an emergency.

General guidelines

The committee and staff collaborate in the development of procedures for dealing with emergency situations. Procedures will identify:

- The types of emergencies that may occur.
- Who determines that it is an emergency situation and how do they communicate this to other staff/adults and children.
- Allocation of responsibilities to deal with these events.
- Who needs to be contacted, for example, fire, police, local council, parents/guardians, DEECD.
- Developing an emergency evacuation pack, containing, for example, family contact details, basic first aid kit, torch with working batteries, keys for gates etc., spare mobile phone with charged battery.
- How often emergency procedures will be practised.

8. Related documents

- DEECD *Children's Services Guide, Practice Note 51* www.dhs.vic.gov.au/earlychildhood
- Emergency Procedures, Guidelines for Kindergartens and Child Care Centres (Available from MFB Community Safety Department or CFA Community Safety Directorate)

Centre policies

- Bushfire Policy
- Accident, Injury and Medical Emergency
- Delivery and Collection of Children

9. Evaluation

In order to assess whether the policy has achieved the values and purpose the committee should:

- Consider feedback from staff, parents/guardians, volunteers regarding the policy.
- Evaluate the awareness of staff and other relevant people of the procedures to follow in the event of an emergency.
- Ensure that procedures are evaluated and if necessary revised following an emergency.

REVISION RECORD

Date	Version	Revision description
January 2011	No. 1	Over the past several months and discussions with DEECD and CFA, the current policy has been substantially revised insofar as many parts are now contained in the Pre-School's Emergency Management Plan (based on DEECD's template).
March 2012	No. 2	Updated to include Regulation 97 'Emergency and evacuation procedures and Guide to the National Quality Standard 2.3 'Each child is protected'

Emergency Instruction Notice

(Display in office and kinder room)

In Case Of Emergency

VERIFY ... the Report

Do not panic – remain calm

Assist any person in immediate danger – only if safe to do so

NOTIFY ... Emergency services & centre staff

ASSESS ... the danger posed by the emergency

ACT ... Take action based on the assessment of danger

If a threat to life exists – EVACUATE the centre immediately at the front exit point

Emergency Phone Numbers

POLICE FIRE AMBULANCE Dial 000

Roles & Responsibilities

DIRECTOR/QUALIFIED TEACHER

- Activate warning system: blow whistle
- Check all children accounted for
- Evacuate to front exit point
- If imminent bushfire, congregate on mat – if necessary, evacuate to foyer or front outside foyer

ASSISTANT

- Call 000
- Collect attendance book/emergency contacts/landline and mobile phone
- Medications/first aid/generic Epi-Pen, Epi-Pen/asthma kits
- If imminent bushfire, retrieve trolley with drinks/fire blankets etc
- Activate sprinklers
- Notify parents (if appropriate)
- Check scanner/internet (if possible)

PARENT HELPERS

- To assist Director and Assistant as required / directed

Schedule 2

Risks Relevant to Our Pre-school

The following emergency events may impact Yarra Warra Pre-School.

Threat	Hazard and Possible Outcomes	Likelihood	Planned Response/Resources Required	Resources to help identify risk	Public Response Agency
Building fire or smoke	Evacuation required	Moderate	Follow EMP Use fire fighting equipment & resources		CFA
	Smoke and fire damage	Moderate	Fire fighting equipment & resources		CFA
Bushfire	Building & infrastructure damage	High	Follow Bushfire EMP Use fire fighting equipment & resources	CFA: www.cfa.vic.gov.au DSE: www.dse.vic.gov.au Victorian Bushfire Info Line: 1800 240 667 AM 774 ABC Radio	CFA
	Health risk from smoke, injuries to staff & children	High	First aid		Ambulance
Road accident	Evacuation required	Low	Police	Warrandyte Police North Warrandyte CFA	Police, CFA
Non-specific bomb threat					
Building collapse	Multiple issues	Low	Follow EMP Multiple	Limited Resources	All external agencies
Power failure or outage	Interruption to kindergarten program	Likely	Follow EMP Generator	TRUenergy	Nilumbik Council, TRUenergy
Chemical Event	Health risk	Very Low	First aid		CFA & Ambulance
Phone system failure	Interruption to kindergarten communications	Low	Mobile phones	Telstra Emergency mobile	Telstra
Sewerage spill	Health risk	Low	Plumbers		DEECD
Loss of, or contamination of water supply	Health risk	Low	Plumbers	Nilumbik Council, Yarra Valley Water	Nilumbik Council, Yarra Valley Water
Major violence / terrorism	Injury to staff & children / damage to infrastructure	Low	Medical aid	Warrandyte Police DEECD	Police, Ambulance
Pandemic	Wide-spread illness	Low	First aid/ medical aid	www.health.vic.gov.au/ideas/regulations/vic_influenza www.health.vic.gov.au/pandemicinfluenza/prof_res.htm#general	

Schedule 3

Emergency Management Plan

Refer to the Pre-School's 'Emergency Management Plan' (an operational copy is held in the office; please speak with a staff member).