

## **Purpose**

This policy is a special circumstance policy which augments the main Helen Paul Kindergarten Emergency Evacuation Policy and the Incident, Injury, Trauma & Illness Policy and should be read in conjunction with those 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 and to children

## **Policy statement**

### **1. Values**

**Helen Paul Kindergarten** 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, staff, committee members, authorised persons, volunteers and students on placement working at Helen Paul Kindergarten.

### **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
- 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 Incident and medical emergency management 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 Regulations 2011*
- *Education and Care Services National Law 2010*
- National Quality Standards, including Quality Area 2 – Children’s health and safety and Quality Area 3 – Physical environment
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

#### **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 policies**

##### **Kindergarten policies**

- Bush Kinder Delivery & Collection of Children Policy
- Bush Kinder Extreme Weather Policy
- Bush Kinder Identification and Visibility Policy
- Bush Kinder Protective Clothing Policy
- Bush Kinder Snake Awareness Policy
- Bush Kinder Dog Awareness Policy (Bush Kinder Specific)

- Incident, Injury, Trauma & Illness Policy
- Supervision of Children Policy
- Excursion & Service Events Policy
- Sun Protection Policy
- Water Safety Policy
- Occupational Health & Safety Policy

## **Procedures**

### **General**

The Committee is responsible for:

- Following all requirements in Helen Paul Kindergarten's main Emergency Evacuation Policy and the Incident, Injury, Trauma & Illness Policy
- Establishing, monitoring and reviewing the Bush Kinder Risk Register 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 points in response to a range of potential emergency situations **[Refer to Attachment 1 for Bush Kinder evacuation procedures, routes and assembly points]**
- Ensuring emergency evacuation procedures are included in teachers' documentation carried at Bush Kinder
- Ensuring a fully equipped first aid kit is included with the Bush Kinder gear and equipment
- Ensuring all teachers and volunteers are aware of the location of first aid kit at Bush Kinder.
- Providing a fully equipped portable first-aid kit
- Developing a regular training schedule for Bush Kinder 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, 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
- 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.

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
- Safely evacuating children and themselves in the event of an emergency situation
- Ensuring that all children, staff and volunteers are accounted for in the event of an evacuation

- Being aware of the Bush Kinder evacuation procedures set out in this policy, along with the evacuation routes and assembly points in the different emergency scenarios 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 DET

Parents are responsible for:

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of both staff and committee
- Ensuring children are signed in and out as per the requirements of the kindergarten's Delivery and Collection of Children Policy (both the main policy and the Bush Kinder Policy)
- 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:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual centre 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: Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes

### **Authorisation**

Endorsed by the Helen Paul Kindergarten Committee of Management on **2 March, 2020**

### **Review Date**

This policy will be reviewed every two years and is next due for formal Committee review in **2022**, unless deemed necessary earlier.

## **ATTACHMENT 1**

### **Bush Kinder Evacuation Procedures, Assembly Points and Evacuation Routes.**

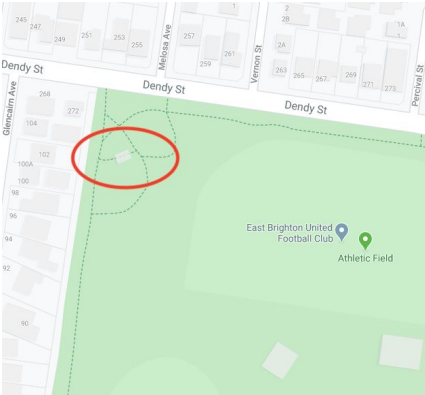
#### **Evacuation Procedures**

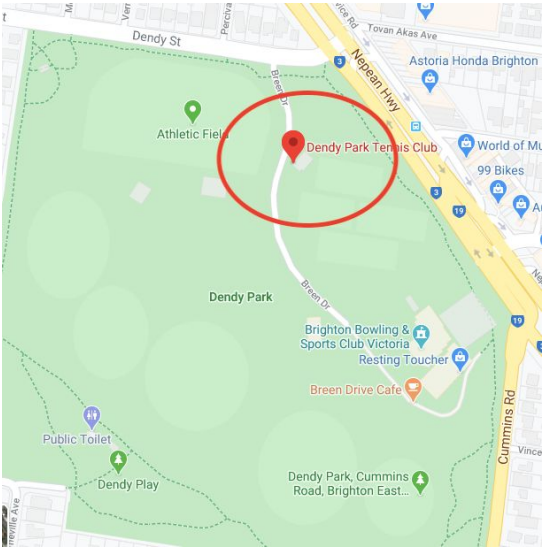
Whatever the emergency, incident or situation that necessitates the evacuation, the following procedures are to be followed by staff and volunteers

- Keep children calm
- Ensure sign-in sheet is in the teacher's backpack along with other necessary items such as medication
- Count / check off against the sign in sheet to ensure all children are accounted for
- With the exception of the teacher's backpack, leave Bush Kinder gear at the site – it can be collected later
- En route to new location (see below for appropriate locations), calmly walk children in pairs, keep group close together and ensure no child deviates from the group.
- Teachers/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible
- Notify emergency services if required
- On arrival at safe assembly point, conduct a full count/roll call to ensure all children are accounted for
- Notify parents via broadcast SMS (via CareMonkey) of new location for collection (if required) and notify DET (if required)
- If the evacuation/relocation is for weather reasons, wait for the extreme weather to pass and when it does, resume normal activities if appropriate and safe to do so, following same relocation procedures to return to the Bush Kinder site
- If the weather does not look like it will pass soon, a broadcast SMS should be sent to all parents (via CareMonkey), advising of the new safe location for pickup purposes.

**Safe Zone Assembly Points and Routes**

The safe zone assembly points will differ depending on the nature of the emergency:

<b>A. TORRENTIAL RAIN, HAIL</b>	
<p><b>Assembly Point A:</b> Picnic shelter (in fenced playground on Dendy Street)</p> <p>Group to wait here until torrential rain and/or hail has passed and it is safe to resume normal activities.</p> <p>Shelter may be sought in the Dendy Park Tennis Club if the weather shows no signs of abating (see Assembly Point B below).</p> <p><b>Route:</b> Take shortest safe route possible</p>	

<b>B. ELECTRICAL STORM, EXTREME WINDS</b>	
<p><b>Assembly Point B:</b> Dendy Park Tennis Club</p> <p>Group to wait here until storm passes and safe to resume activities (recommend 30 minutes after electrical storm activity has ceased)</p> <p><b>Route:</b> Take shortest safe route possible</p>	

**C. ALL OTHER EMERGENCY EVACUATION SITUATIONS**

**(when Dendy Park Tennis Club is deemed unsuitable)**

**If it is not necessary to evacuate Darebin Parklands altogether:**

**Assembly Point C:** Brighton Bowling and Sports Club

**Route:** Take shortest safe route possible