



EMERGENCY AND EVACUATION POLICY

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) as part of their everyday operations and are required to regularly rehearse their emergency and evacuation procedures (*Regulation 97*). They must:

- Rehearse the procedures every 3 months and document outcomes
- 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
- Ensure that a copy of the service's emergency and evacuation policy and procedures is available for inspection at the service premises at all times or on request.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL LAW



S. 174(2)(a)	Serious incident - Any emergency for which emergency services attended
S. 174(2)(c)	Any incident that requires the approved provider to close, or reduce the number of children attending the service for a period
S. 174(2)(c)	Any circumstance at the service that poses a risk to the health, safety or wellbeing of a child attending the service
EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
4	Definitions "multi-storey building" and "storey"
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
136	First aid qualifications
168	Education and Care Services must have policies and procedures
170	Policies and procedures are to be followed
171	Policies and procedures to be kept available
175	Prescribed information to be notified to regulatory authority

RELATED LEGISLATION

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards
Occupational Health and Safety Act 2004

RELATED POLICIES

Acceptance and Refusal Authorisation Policy Administration of First Aid Policy Administration of Medication Policy Child Safe Environment Policy Child Safety and Wellbeing Policy Dealing with Medical Conditions Policy Delivery of Children to, and collection from Education and Care Service Premises Policy	Enrolment and Orientation Policy Excursions, Incursions and Special Events Policy Incident, Injury, Trauma and Illness Policy Occupational Health and Safety Policy Staffing Policy Supervision of Children Policy
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PURPOSE

This policy will provide a framework for:

- The development of specific emergency and evacuation procedures, practices and guidelines at Kensington Community Children's Cooperative (KCCC)
- Being informed by a risk assessment that identifies potential emergencies at Kensington Community Children's Cooperative (KCCC)
- Raising the awareness of everyone attending Kensington Community Children's Cooperative (KCCC) about potential emergency situations and appropriate responses.

SCOPE

This policy applies to Kensington Community Children's Cooperative Limited as the Approved Provider, persons with management or control of a service (PMCs) including the Board of Directors, nominated supervisors, management, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, families, and children and others attending the program and activities of KCCC, including during offsite excursions and activities.

IMPLEMENTATION

THE APPROVED PROVIDER, PERSONS WITH MANAGEMENT OR CONTROL, NOMINATED SUPERVISORS, MANAGEMENT WILL:

- Ensure the *Emergency and Evacuation Policy* and procedures are in place (*Regulations 168*) and available to all stakeholders (*Regulations 171*)
- Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection
- Take 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 (*Regulations 170*)
- Ensure that all early childhood teachers, educators and staff are trained in the emergency and evacuation procedures and aware of their roles and responsibilities in an emergency or evacuation
- Complete the DE Emergency Management Plan (*refer to Attachment*), and attach a copy to this policy
- Ensure the service's emergency management contact details are up to date on NQA ITS online portal
- Identify if the service is on the Bushfire at Risk Register (BARR)
- Conduct a risk assessment to identify potential emergencies that the service may encounter at least once every 12 months, or as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service (*Regulation 97(2)*)
- Conduct a risk assessment of emergency evacuation routes and assembly points
- Ensure any necessary updates to the emergency and evacuation policies and procedures are implemented as soon as practicable after reviewing the risk assessment
- 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
- Develop instructions for what must be done in the event of an emergency (*Regulation 97(1)(a)*) (*refer to Attachment*)
- Appoint an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (*refer to Attachment*)
- Develop an emergency and evacuation floor plan (*Regulation 97(1)(b)*) (*refer to Attachment*)



- Ensure that a copy of the emergency and evacuation floor plan 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)*)
- Ensure that the emergency and evacuation drills are rehearsed and documented at least once every 3 months by everyone attending the service and the responsible person in relation to the service who is present at the time of the rehearsal. If both a lock down and evacuation response procedure have been identified in the risk assessments, and incorporated in the emergency plan, they will both need to be rehearsed every three months (*Regulation 97(3)(a)*) (*refer to Attachment*)
- Ensure that all staff, students, volunteers and visitors are aware of emergency evacuation points
- Ensure 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
- Develop procedures that consider collecting children's medication and managing children's medical conditions
- Provide feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- Test alarms and communication systems regularly
- Ensure that those working at, or attending the service, have access to a phone (or similar means) for immediate communication with parents/guardians and emergency services (*Regulation 98*), and that phone numbers of emergency services are displayed
- Identify potential onsite hazards and take action to manage and minimise risks posed by identified hazards (*refer to Attachment*)
- Ensure all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting
- Ensure the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted
- Ensure 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
- Provide a fully equipped portable first aid kit
- Keep lock-down areas in a state of readiness so they are safe for children, staff and visitors to use
- Attend regular training to ensure that they are able to deal with emergency situations e.g., first aid (*Regulation 136*), emergency management and OHS training
- Regularly review, evaluate and update emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- Develop procedures to debrief staff following emergency incidents
- Provide support to children before, during and after emergencies
- Conduct checks of documentation and practices to ensure all requirements of this policy are being complied with
- Notify DE in writing within 24 hours of a serious incident, change of circumstances and/or complaints
- Complete the Incident, Injury, Trauma and Illness Record where required
- Notify 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*)
- Report notifiable incidents in the workplace to WorkSafe Victoria
- Where possible engage with Fire Rescue Victoria regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans
- Identify staff and children requiring additional assistance in the event of an emergency (*refer to Attachment*)



- Ensure that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- Ensure that an attendance record is completed and maintained to account for all children attending the service (*Regulation 158*)
- Keep a written record of all visitors to the service, including time of arrival and departure
- Ensure all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency
- Ensure there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures
- Ensure all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation
- Develop procedures to deal with loss of critical functions, such as power/water shut off
- Ensure that children are adequately supervised at all times and protected from hazards and harm
- Raise children's awareness about potential emergency situations and appropriate responses

EARLY CHILDHOOD TEACHERS, EDUCATORS AND OTHER STAFF WILL:

- Contribute to the development of the DE Emergency Management Plan (*refer to Attachment*)
- Contribute to the risk assessment to identify potential emergencies that the service may encounter at least once every 12 months, or as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service (*Regulation 97(2)*)
- Conduct a risk assessment of emergency evacuation routes and assembly points
- Ensure any necessary updates to the emergency and evacuation policies and procedures are implemented as soon as practicable after reviewing the risk assessment
- Ensure instructions for what must be done in the event of an emergency are understood and followed (*Regulation 97(1)(a)*) (*refer to Attachment*)
- Ensure that a copy of the emergency and evacuation floor plan 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)*)
- Participate in emergency and evacuation drills and documented at least once every 3 months. If both a lock down and evacuation response procedure have been identified in the risk assessments, and incorporated in the emergency plan, they will both need to be rehearsed every three months (*Regulation 97(3)(a)*) (*refer to Attachment*)
- Ensure that all staff, students, volunteers and visitors are aware of emergency evacuation points
- Ensure up-to-date portable emergency contact lists are held in the room they are working in and that evacuation procedures state who will carry this list during evacuation
- Continually reflect of the procedures that consider collecting children's medication and managing children's medical conditions
- Provide feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- Identify potential onsite hazards and taking action to manage and minimise risks posed by these hazards (*refer to Attachment*)
- 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
- Keep lock-down areas in a state of readiness so they are safe for children, staff and visitors to use
- Attend regular training to ensure that they are able to deal with emergency situations e.g., first aid (*Regulation 136*), emergency management and OHS training
- Regularly review, evaluate and update emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- Provide support to children before, during and after emergencies
- Conduct checks of documentation and practices to ensure all requirements of this policy are being complied with



- Inform 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 at the service
- Complete the Incident, Injury, Trauma and Illness Record where required
- Where possible engage with Fire Rescue Victoria and/or Country Fire Authority regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans
- Identify staff and children requiring additional assistance in the event of an emergency (*refer to Attachment*)
- Ensure that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- Ensure that an attendance record is completed and maintained to account for all children attending the service (*Regulation 158*)
- Keep a written record of all visitors to the service, including time of arrival and departure
- Ensure all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency
- Ensure that children are adequately supervised at all times and protected from hazards and harm
- Raise children's awareness about potential emergency situations and appropriate responses.

FAMILIES WILL:

- Provide feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- Ensure that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- Ensure to record their child's/children's attendances (*Regulation 158*)
- Ensure to follow the directions given by management/staff in the event of an emergency

CONTRACTORS, VOLUNTEERS AND STUDENTS WILL:

- Provide feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- Inform management of any identified potential onsite hazards
- Ensure to keep designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation.
- Contribute to reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- Providing support to children before, during and after emergencies with the support and supervision of staff
- Inform 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 at the service
- Completing the Incident, Injury, Trauma and Illness Record where required
- Assist staff and children requiring additional assistance in the event of an emergency (*refer to Attachment*)
- Raise children's awareness about potential emergency situations and appropriate responses

DEFINITIONS

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
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	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.
Country Fire Authority (CFA)	<p>CFA respond to a variety of fire and emergency incidents. They are also involved in a range of other activities including:</p> <ul style="list-style-type: none"> • Fire safety building inspections • Delivering community awareness, education and safety programs • Post-incident analysis and fire investigation • Fire preventative planning and land use planning at a municipal level
Direct Egress	The ability to move and directly exit to an assembly area that is at the same level as the education and care service and is outside the service premises and away from the building. This does not include travelling through sets of stairs (including fire isolated stairwells), busy occupied areas, traffic or other hazards, or obstructions.
Emergency Drill/Rehearsal	A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify 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 templates are available on the DET website.
Emergency Services	Includes ambulance, fire brigade, police and state emergency services.
Evacuation Floor Plan	An evacuation floor 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)	<p>(Previously known as Metropolitan Fire Brigade) respond 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:</p> <ul style="list-style-type: none"> • 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
Fire Safety Advisor	A specified role in some jurisdictions. May coordinate fire safety management plans, fire and evacuation plans, procedures, review and practice, and give or arrange instruction to staff on evacuation and the operation of firefighting equipment.

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
Incident Management Team (IMT)	Is the group of incident management personnel comprising of the incident controller and other personnel appointed to be responsible for the functions of operations, planning, and logistics
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
Lock In	A security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved.
Lock Out	A security measure taken during an emergency to prevent people from 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 DE's Bushfire At-Risk Register will close on days determined to have a fire danger rating of Code Red 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 Assessment	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.
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: <ul style="list-style-type: none"> • 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

CONTINUOUS IMPROVEMENT/REFLECTION

The Emergency and Evacuation Policy will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

ATTACHMENTS

- Attachment 1: Emergency Management Plan Template:
https://www.vic.gov.au/sites/default/files/2023-06/ECS_EMP_Template_2023-24.docx



SOURCES

- Community Early Learning Australia – CELA's Simple Guide to bushfire advice for children's service: cela.org.au/2020/12/04/bushfire-advice-2020
- Department of Education, Bushfire At-Risk Register: <https://www.education.vic.gov.au/about/programs/health/pages/bushfirerisk.aspx>
- Department of Education, Emergency Management in early childhood services: www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx
- Department of Education, Risk Assessment Template: <https://www.education.vic.gov.au/Documents/childhood/providers/support/Risk-assessment-table.docx>
- Fire Rescue Victoria: www.frv.vic.gov.au
- Country Fire Authority: www.cfa.vic.gov.au
- State Emergency Service: www.ses.vic.gov.au
- WorkSafe Victoria: www.worksafe.vic.gov.au

REVIEW

POLICY REVIEWED	NOVEMBER 2025	NEXT REVIEW DATE	NOVEMBER 2026
ENDORSED BY	KCCC Board	ENDORSEMENT DATE	01/12/2025
VERSION NUMBER	V05.11.25		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • sources checked and updated as required 		