

EMERGENCY MANAGEMENT GUIDELINES



Kindergarten Programs

1. Purpose and Intent

The City of Casey is committed to providing safe environments where all children can participate, develop, and thrive. City of Casey managed children's services use strategies for managing emergency situations where there is an imminent or severe risk to the health, safety or wellbeing of a person at an early childhood education and care service.

The City of Casey will ensure all reasonable precautions are considered to protect anyone at the service during an emergency.

2. Scope

This guideline applies to the Approved Provider, Person with Management and Control, Nominated Supervisors, staff, educators, students on placement, volunteers, parents or any other adult carer, children and others attending the programs and activities of City of Casey managed kindergartens.

3. Definitions

Key Term	Definition
Approved Provider	An individual or organisation, such as City of Casey, that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.
Australian Warning System (AWS)	Australia's national warning framework that provides consistent warning levels and safety messaging for emergencies such as bushfires, floods, storms and extreme weather events.
Bushfire At-Risk Register (BARR)	A Victorian Government register identifying education and care services located in areas at increased risk of bushfire. Services on the register are required to undertake additional bushfire planning and preparedness measures.
Emergency Management Plan (EMP)	A documented plan that identifies potential emergency events, response procedures, evacuation arrangements, communication processes and recovery actions to protect children, staff and visitors.
Nominated Supervisor	A person who is the Responsible Person in Day-to-Day Charge, and has been nominated by the Approved Provider (City of Casey) of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-

	to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.
Person with Management and Control	Individuals responsible for managing the delivery of a service or those who have significant influence over its activities. PMCs have specific legal obligations for ensuring compliance within early childhood education and care providers.

4. Responsibilities for this guideline

Child Youth and Family Management, Person with Management or Control or the Approved Provider	• Ensure all obligations under the Education and Care National Law and Regulations are met to ensure children's safety at the service. • Ensure all educators and volunteers are provided with a copy of these guidelines and have a clear understanding of the procedures and practices outlined within. • Establish robust induction procedures that include the provision of information regarding the implementation of the practices outlined in these guidelines. • Ensure all staff have a thorough understanding of the Australian Warning System (AWS) and its application to preparing for and acting in an emergency. • Ensure families and educators understand and acknowledge each other's responsibilities under these guidelines. • Ensure families provide all required medical information on the <i>Child's Enrolment Record</i>, and the <i>Medical Management Plan</i> is signed by their medical practitioner, following enrolment and prior to the child commencing at the service. • Ensure each service has access to an up-to-date Emergency Management Plan (EMP) template. • Ensure all exits have clearly visible exit signs. • Ensure all safety equipment such as fire extinguishers, fire blankets, fire hoses, and any other emergency equipment is inspected and tested at six monthly intervals by an authorised company. • Ensure fire extinguishers are emptied, pressure tested and refilled every five years. • Ensure smoke detectors are regularly tested and batteries replaced. • Ensure all staff have access to a working telephone. • Notify the regulatory authority if the service is required to close for a period of time as a result of an emergency (Reg.175 (2)(b)).
Educators and Teachers	Emergency Management Plans (EMP) and Drills • Develop an Emergency Management Plan (EMP), in partnership with Maternal and Child Health and Community Facilities where services are co-located, and update as follows: • Annually, or • Following any incident where the plan is enacted, or • Following changes to the risk assessment, or

- Where circumstances change on a risk assessment, or
- As required for any other reason to ensure the safety and protection of children attending the service.
- Enact the service Emergency Management Plan (EMP) and evacuation procedures during drills, or in the case of an emergency.
- Ensure the service's emergency contact details are up to date on the EMP.
- Consult with relevant authorities to improve the effectiveness of the EMP (e.g. police, fire, parents/families).
- Ensure service closures are well managed and communicated promptly to families.
- Ensure the EMP is always available for inspection on the service premises.
- Conduct an emergency evacuation drill every 3 months, on various days and times, involving employees, children, and people present within the premises.
- Document observations taken during the drill and any improvements required via *Attachment 2: Emergency Response Drill Observer*.
- Review risk assessments annually, and/or after becoming aware of any circumstances that may affect the safe evacuation of children from the service.
- Maintain an emergency evacuation kit, with signage, that is stored in an accessible location known to all educators.
- Know the identity of each child in their care who has been diagnosed with a medical condition and ensure a copy of their medical action plan is included in the kit.
- Ensure children's medication is taken during an evacuation.
- Obtain parent consent to conduct emergency drills that involve children exiting the service to assembly points.
- Develop risk assessments and consent forms for external evacuation point drills.
- Ensure there are no obstructions in hallways, walkways, or emergency exits.
- Ensure the Emergency Evacuation Kit is checked and audited every term and recorded on *Attachment 1: Emergency Evacuation Kit Checklist*.
- Following an emergency evacuation or an incident that poses a risk to the health and safety of children attending the service, an Incident, Injury, Trauma and Illness Record will be completed (see *Incident, Injury, Trauma and Illness Guidelines*.)

Monitoring, awareness and compliance

- Use the AWS and the Bureau of Meteorology (BOM) to regularly check and monitor for emergency situations and warnings.
- Ensure services on the Bushfire At-Risk register (BARR):
 - Prepare an additional EMP for the service to manage bushfire related risks and emergencies.
 - Ensure the service has on display an emergency and evacuation floor plan near each exit.

Children and their families

	• Ensure children and provided with age-appropriate support and information before, during and after emergency drills. • Maintain regular communication with families about emergencies and evacuation procedures. • Inform families when a drill or emergency has occurred within the service.
Parents/Families and service users	• Ensure contact details are kept up to date. • Provide emergency contact details at enrolment and advise the service of any changes. • Ensure they sign their child in and out of the service each day. • Provide consent for the service to conduct emergency drills that involve children exiting the service to assembly points. • Ensure medical action plans are provided to the service. Remain contactable to receive communication around closure days in the case of extreme weather or other emergencies.

5. Australian Warning System (AWS)

The Australian Warning System (AWS) is a national approach to emergency information that aims to deliver consistent warnings to Australian communities, so people know what they need to do to stay safe in an emergency.

The system uses icons as a call to action for bushfire, cyclone, storm, flood, extreme heat or other emergencies.

There are three warning levels:

- Advice (Yellow) – an incident has started
- Watch and Act (Orange) – There is a heightened level of threat. Conditions are changing and you need to take action now.
- Emergency Warning (Red) – An emergency warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.

The Bureau of Meteorology (BOM) issues weather and natural disaster warnings using the AWS. Where there is an emergency warning, educators and staff will prepare for a possible emergency evacuation.

Emergency evacuation circumstances

In some circumstances an emergency evacuation of the service will be necessary. Staff will monitor situations using the AWS and the BOM. Situations where an evacuation will occur include:

- Fire within the building or playground or in the surrounding area where the service is at risk.
- Flood.
- Cyclone, severe storm, dust storm or other natural weather event.
- Dangerous animal, insect or reptile.
- Terrorist threat.
- Any other circumstances which render the building unsafe.

6. Closure of the service

When the normal operation of the service is disrupted, it may be required to close for a short period of time during a planned or unplanned emergency occurrence. Situations that affect normal operation include a local emergency which poses a risk to children and staff, or where the service is inaccessible to unsafe for children or staff to attend.

Situations where the service may consider closure include:

- Local emergency event

- Flooding
- Health emergency
- Bushfire
- Cyclone
- Staff ratios unable to be met due to unexpected absence of staff
- Severe outbreak of illness or disease
- Lack of access to operating phones/communications
- Lack of access to toilet and water facilities due to damage or local works
- Damage or vandalism to the service
- Chemical hazard
- Earthquake
- Local power outage

City of Casey staff will consult with emergency services and or local authorities regarding closure of the service, as required. Families will be informed as soon as practicable to ensure immediate collection of children. In the event of a planned closure, families will be notified by Educators and/or Kindergarten Leadership team to provide details of the planned closure, including the expected period of time.

7. Associated documents and attachments

This guideline should be read in conjunction with:

- Anaphylaxis guidelines
- Dealing with Medical Conditions guidelines
- Diabetes guidelines
- Epilepsy guidelines
- Medication guidelines
- Nutrition and Food Safety guidelines
- Physical Activity guidelines
- Delivery and Collection of Children guidelines
- Incident, Illness, Trauma and Injury guidelines
- Attachment 1: Emergency Evacuation Kit Checklist
- Attachment 2: Emergency Response Drill Observer
- City of Casey Emergency Management Plan

8. Relevant legislation

Relevant legislation and standards include but are not limited to:

- Australian Safety Standard AS 1851-2012 *Maintenance of Fire Protection Systems and Equipment*.
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2012
- Occupational Health and Safety Act 2004

9. Statement of Commitment to Child Safety

All children or young people who attend services, programs, and events delivered by, and spaces owned or managed by the City of Casey, have the right to feel and be safe. The wellbeing and safety of children and young people in our care will always be our priority.

Council has zero-tolerance of child abuse and is committed to creating and maintaining a child safe and child-friendly organisation where all children and young people are valued and protected from abuse, harm and neglect.

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children and young people from abuse, harm and neglect is embedded in the everyday thinking and practice of Council, its employees, contractors and volunteers.

10. Monitoring, evaluation and review

The City of Casey will ensure:

- Regular monitoring of the implementation of this guideline and its associated documents including training and compliance.
- This guideline and its associated documents are kept up to date with current legislation, policy and best practice.
- Review and evaluation of this guideline and its associated documents as part of the service's review cycle, or as required.

Reviewed by:	CYF Policy Officer in consultation with the Kindergarten Leadership Team and the Head of Early Years and Partnerships		
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11. Document History

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