Cheltenham Community Centre Early Learning Childcare

E17. Emergency and Evacuation

1. Policy

1.1 This policy will outline guidelines for emergency and evacuation procedures and practices for Cheltenham Community Centre Childcare.

1.2 Cheltenham Community Centre (CCC) Children's Services is committed to:

- Having a clear process of to deal with emergencies and evacuations
- Providing a safe environment for all children, educators, staff, and people participating in programs at CCC Childcare.
- Raising the awareness of everyone attending CCC Childcare about potential emergency situations and appropriate response.
- Complying with all legislative and statutory requirements

1.3 This policy applies to the Approved Provider, Nominated Supervisor, Early Childhood Educators, staff, and parents/guardians who wish to enrol or have already enrolled at CCC.

1.4 In order to assess whether the values and purposes of this policy have been achieved, we will:

- Welcome feedback from everyone affected by this policy regarding its effectiveness
- Monitor the implementations, compliance, complaints, and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy, and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required, and
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

2. Procedure

2.1 All Cheltenham Community Centre Childcare Educators will:

- Be aware of and implement our evacuation plan if a situation arises that requires action
- Conduct drills every 3 months, record and reflect on the outcome of the drill and make changes where needed.
- One of the educators will be an Observer to each drill, where they will take notes to form a report to attach to our Emergency Response Drill Debrief Report (report template is attached)
- Identify staff and children requiring additional assistance in the event of an emergency and modify plans to accommodate.
- Discuss in staff meetings identification of potential emergencies (risk assessment) that our Childcare may encounter and develop suitable plans.
- Discuss in staff meetings drills that have occurred, as a group record changes and a reasonable time frame to complete changes. Also assign a date for the next drill.

- Work with members of Southern Community Church of Christ (SCCC) who the Cheltenham Community Centre lease rooms from including Childcare facilities regarding their evacuation plan and hierarchy of Safety Chiefs and wardens. Making sure all educators are aware of who to follow and report to.
- Record all drills on our Xplor's program and reflection to be recorded on our 'Emergency response drill observer's record' (template attached to this policy)
- Ensure that the attendance record on Xplor's program is maintained to account for children attending the service. This is accomplished by educators completing a head count every 30-minutes using the Xplor program (Regulation 158)
- Ensure all visitors to the service sign in and out on our Xplor program.
- Ensure that children are adequately supervised at all times and protected from hazards and harm.
- Provide support to the children before, during and after an emergency.
- Keep the lock-down area in a state of readiness so it is safe for children, educators, and visitors to use if needed.
- Regularly check and replace any items needed in our evacuation bag. Using our Emergency Bag Checklist (a checklist template is attached)
- Attend first aid, emergency management and OHS training, as required.
- Communicate with parents about emergency procedures.
- educate children about potential emergency situations and appropriate responses.

2.2 Cheltenham Community Centre and Southern Community Church of Christ will:

- 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.
- 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, sprinkler systems and alarm or duress systems.
- Include childcare educators in regular training scheduled to ensure that they can deal with emergency situations e.g., first aid, emergency management and OHS training.
- Include Childcare Coordinator in the process of regular reviewing, evaluating, and updating emergency management plans, manuals, and procedures for the centre. The childcare coordinator will debrief the educators of what has been implemented.
- Work with the Childcare Coordinator on developing procedures to debrief educators following emergency incidents.

2.3 The Childcare Coordinator will:

- Notify Department of Education and Training (DET) in writing within 24 hours of a serious incident (refer to Definitions)
- complete the incident, injury, Trauma, and Illness Record (refer to Definitions) where required.
- Notify DET withing 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 (refer to definitions) in the workplace to WorkSafe Victoria.
- Ensure that emergency contact details that are provided on each child's enrolment form and that these are kept up to date.
- Ensure all staff, educators, parents/guardians, children, volunteers, and students on placements understand the procedures to follow in an 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 that all educators, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation.
- Ensure that the emergency and evacuation floor plan is displayed in a prominent position and that all parents/guardians, volunteers, contract staff and relief staff are briefed and aware of our procedures.
- Ensure that all children are adequately supervised at all times and protected from hazards and harm.

2.4 Parents/guardians are responsible for:

- Familiarising themselves with CCC's emergency and evacuation policy and procedures.
- Ensuring to sign in and out their child/children using the Xplor program.
- Providing emergency contact details on their child's enrolment form and ensuring that this information is kept up to date.
- Reinforcing CCC's emergency and evacuation procedures with their child/children.
- following the directions of staff in the event of an emergency or when completing a emergency drill.

2.5 Students and volunteers are responsible for:

- following this policy and its procedures while at CCC.

2.6 Evacuation procedure:

- If an emergency arises that we are to evacuate the premises, these are the steps to follow:
  - After hearing an alarm indicating there is an emergency and we are advised to leave the building. We are to make our way to our assembly point so we can make sure everyone has left the building safely.
  - This will be achieved by our educators taking on the roles they have rehearsed during our evacuation drills.
  - If the emergency starts in the childcare room, we are to raise the alarm for the rest of the centre. Chief warden for CCC and SCCC will then oversee the evacuation
  - If anyone is out of the room on a break etc, please return to the room if safe to do so.
  - One educator will be responsible to collect the evacuation bag, an iPad, keys, children's red medication bags with their action plans, and a phone.
  - One educator will be checking rooms and areas where children may be hiding, clearing areas as they go.
  - All other educators will be putting babies into our evacuation cot and lining up older children to hold our rope (that is kept in our evacuation bag). They will also be doing head counts to keep on checking the numbers match the number of children signed in for the day.
  - In an orderly manner all educators, children, visitors, parent/guardians, students, and volunteers leave the room and proceed to the assembly point. Closing doors and windows as they go.
  - Once at the assembly point the roll of names will be called and educators will make sure all children, visitors, students, staff, and volunteers are accounted for. This information will be given to the chief warden of SCCC and CCC in charge for the centre's evacuation
  - Once it is confirmed everyone is safe and accounted for an educator will work through the list of children's parents/guardians, emergency contacts informing them of what has just happened and advise them of what to do next.
  - Educators will also check the wellbeing of the children and apply first aid if needed and comfort them until their parents/guardians, emergency contacts arrive.

2.7 Lock down procedure:

- If an emergency arises that we need to go into lock down, these are the steps to follow:

- Once it has been established there is a threat to the educators, children, staff, parents/guardians, volunteers, and students an educator will make sure all exits are securely locked and blinds drawn. If advised and possible furniture can be placed in front of doorways.
- While this step is being performed all other educators, will calmly take the children along with any parents/guardians, volunteers, and students to our designated lock down area. An educator will take an iPad so the roll can be done to ensure all children are accounted for.
- A phone will also be taken to our lock down area to enable us to contact the authorities for further instructions.
- We will be guided by the authorities as to how to proceed with our lock down and when advised we will contact the children's parents/guardians or emergency contacts.
- During and after our lock down educators will comfort and protect the children.

2.8 Emergency due to wild storms, high winds, pandemics and animals.

- If we are experiencing wild storms, or high winds or an animal has entered the childcare area these are the steps to follow:
  - **Wild storms** – if outside return everyone into the childcare room, a head count and roll called to ensure all children are accounted for.
  - If the weather is affecting the building as far as flooding, power lost or roofing coming away, educators will follow the advice of the Chief warden for CCC and SCCC.
  - Parents/guardians or emergency contacts will be contacted to advise them what to do, which may involve coming to collect their child/children early.
  - **High winds** – Due to our childcare yard having a large tree (which is very beneficial during Summer giving us great shade). We must be mindful of days with high winds.
  - As part of our Daily Hazard Identification Checklist, educators will check if "branches in tree are safe." Branches can be affected due to high winds, lodging themselves in other branches causing a risk that they may fall onto children playing. If a branch(s) is/are identified as being a risk of causing harm, children will not be able to enter the yard until the branch(s) is/are removed.
  - If throughout the day the winds pick up causing concern with the educators that branches may break and fall onto the children while playing in the yard, everyone will return inside until the winds subside.
  - As an alternative play area for physical movement for the children, if available we will use the Banksia room (next to the childcare room).
  - **Pandemics:** - The Victorian Government has introduced a framework specific to pandemics in the Public Health and Wellbeing Act 2008 – Part 8A.
  - The Minister for Health can make pandemic orders to protect public health if the Premier has declared a pandemic.
  - There may be reason for the Premier to declare a State of emergency, in this case CCC, SCCC, Childcare Coordinator and educators will abide to the conditions set down.
  - The childcare coordinator will inform parents/guardians, educators, students and volunteers of any orders and what the childcare service needs to do.
  - **Animals** – If an animal enters the childcare yard or room that is not part of a planned activity these are the steps to take:
  - Educators are to instruct children to calmly move away from the area affected.
    - **If outside**, move everyone inside, where upon a head count and roll is called to ensure everyone is present and accounted for.
      - Doors and windows are closed, and the rest of the centre is notified.
      - If the animal is dangerous, authorities are contacted, and educators will follow their advice. Once it has been determined that the animal has left or has been removed by professionals, children and educators can return to the yard.

- **If inside,** educators will instruct the children to calmly leave the room.
  - This will follow the same procedure as an evacuation, whereby if safe to do so an educator will collect the emergency evacuation bag, children's red medication bags, an iPad, and phone.
  - Babies will be placed in the evacuation cot if safe to do so too.
  - If the animal in the room is too unpredictable Educators, children, parents/guardians, staff, volunteers, placement students will leave the room immediately as calmly as possible.
  - Doors and windows will be closed as everyone leaves.
  - Everyone is to assemble at our evacuation point, whereby a head count and roll call will be done.
  - The rest of the centre is notified of the danger in the childcare room and authorities are contacted.
  - Educators will follow the advice of the experts, parents/guardians or emergency contacts will be notified and advice will be given as to what to do next.

3. Legislation and regulations:

3.1 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).

3.2 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.

3.3 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: Regulations 97, 98, 168(2)(e)
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Children's Services Regulations 2020: Regulation 122 sub regulation 2e & Regulation 66
- Child Safe Standards: Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing (4.1,4.2,4.3 & 4.4) Standard 5: Equity is upheld and diverse needs respected in policy and practice (5.1 & 5.3) Standard 7: Processes for complaints and concerns are child-focused (7.3) Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved (10.1, 10.2, & 10.3) Child Safe Standard 11: Policies and Procedures document how the organisation is safe for children and young people (11.1, 11.2, 11.3, 11.4 & 11.5).

3.4 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: https://www.legislation.gov.au

4. Definitions:

4.1 **Authorities:** In regard to this policy it is referring to the Fire brigade, Police, and Paramedics

4.2 **Attendance record:** At Cheltenham Community Centre Childcare our attendance record is maintained on Xplor Playground platform. Whereby at the start of a session a parent/guardian signs in their child for the day. This roll is what is taken in the case of an evacuation and we are able to confirm that children are accounted for.

4.3 **Duty of care:** A common law concept that refers to the responsibilities a service to provide people with an adequate level of protection against harm and all reasonably foreseeable risks.

4.4 **Emergency:** Includes any situation or event that poses an imminent or severe risk to the persons at the education and care service premises e.g., flood, fire or a situation that requires the service premises to be locked down.

4.5 **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

4.6 **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.

4.7 **Hazard Identification Checklist:** This is a daily checklist that educators complete daily to assess any potential hazards and decide a course of action.

4.8 **Incident, Injury, Trauma, and Illness Record:** Contains details of any incident, injury, trauma, or illness that occurs while the child is being educated and cared for by the service. The Approved Provider must ensure an Injury, Trauma and Illness Record is kept in accordance with Regulation 87 of the Education and Care Services National Regulations 2011 and kept for the period specified in Regulation 183.

4.9 **Notifiable incident:** An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the Guide to Incident Notification on the WorkSafe Victoria website: www.worksafe.vic.gov.au

4.10 **Serious incident:** A serious incident (regulation 12) is defined as any of the following:

- the death of a child while being educated and cared for at the service or following an incident at the service
- any incident involving serious injury or trauma while the child is being educated and cared for, which – a reasonable person would consider required urgent medical attention from a registered medical practitioner; or – the child attended or ought reasonably to have attended a hospital e.g., a broken limb*
- any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g., severe asthma attack, seizure, or anaphylaxis*

  – *NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma are required to be notified, not other health matters

- any emergency for which emergency services attended. NOTE: This means an incident, situation, or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution
- a child appears to be missing or cannot be accounted for at the service

- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child was mistakenly locked in or out of the service premises or any part of the premises.

Examples of serious incidents include amputation (e.g., removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.

4.11 **State of emergency:** A situation in which the government is granted special powers, by constitutional or legal provision, to deal with a perceived threat to law and order, or public safety.

4.12 **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.

5. Sources and related policies:

5.1 **Sources:**
- Department of Education and Training, Emergency Management Requirements
- Metropolitan Fire Brigade
- State Emergency Service
- WorkSafe Victoria

5.2 **Services policies:**
- Administration of First Aid
- Administration of Medication
- Enrolment and Orientation
- Excursions and Incursions
- Incident, Injury, Trauma, and Illness
- Staffing
- Workplace health and safety
- Parent complaint procedure
- Inclusion and Equity
- Child Safe Environment
- Dropping and Picking up of Children
- Code of Conduct
- Responding to medical conditions

Emergency Evacuation Drills Schedule and Record Report:

Drill (fire evac., lockdown, severe weather etc.)	**Person Responsible**	**Date Drill Performed**	**Notes**	**Observers Report and Suggestions**

EMERGENCY BAG CHECKLIST

The Emergency Bag Contains:	
Rope with loops for children to hold – make sure rope is untangled and ready to use	
Torch – check batteries and is working	
Portable First-Aid kit – check contents	
Whistle	
Large bag for rubbish or other items	
Paper cups for water	
Bottle of water – seal unbroken and expiry date checked	
A copy of our Evacuation Diagram	
Wipes	
Sanitiser	
Sunscreen	
Spare hats	

Date Emergency bag checked:	
Checked By:	
Next Check Date:	

Things that will accompany the Emergency Bag on drills, evacuations, and lockdowns are:

iPad – this will contain:

- Attendance list
- Visitor details
- Parent/guardian, emergency contacts details
- Educators' details

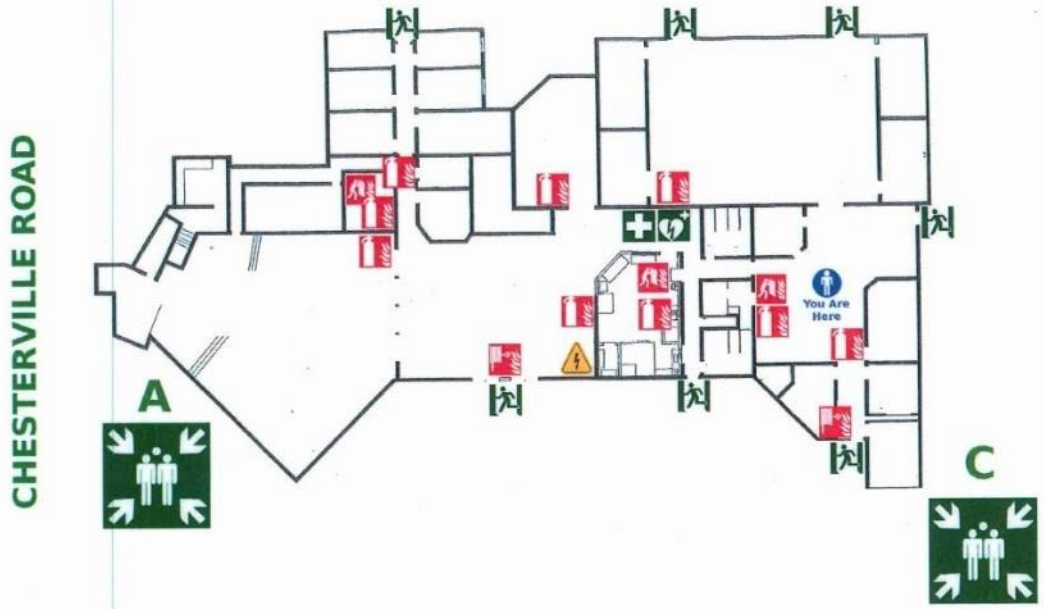
Childcare keys

Children's medication red bags with action plans

Mobile phone

EVACUATION DIAGRAM

8 CHESTERVILLE ROAD CHELTENHAM VIC



Church of Christ

FIRST AID | EMERGENCY EXIT | AED | FIRE EXTINGUISHER | HOSE REEL | M.D.B | YOU ARE HERE

IN CASE OF FIRE

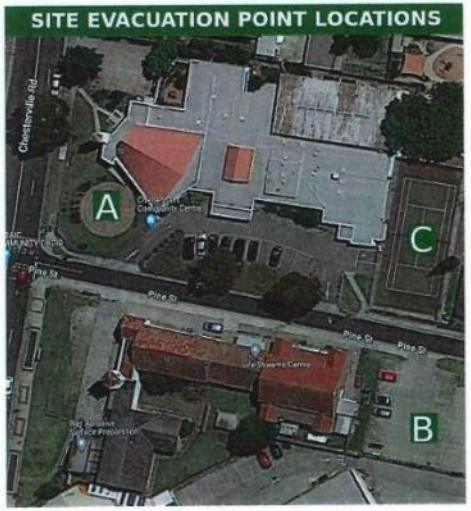
Rescue
ANY PERSONS IN IMMEDIATE DANGER

Alarm
ALERT OTHERS ON SITE AND CALL OOO

Contain
CONFINE THE FIRE AS MUCH AS POSSIBLE

Evacuate
EXTINGUISH IF SAFE OR LEAVE IMMEDIATELY

SITE EVACUATION POINT LOCATIONS



Revision History

Date	Revision	Revised by
10/10/2022	Created	Leanne Lee-Ack
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