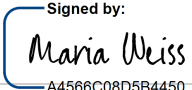


# Policy

## Emergency and Evacuation

<b>Date of Adoption</b>	December 2024		
<b>Adoption Method</b>	<input type="checkbox"/> Council	<input type="checkbox"/> CEO	<input checked="" type="checkbox"/> Director Community
<b>CEO Signature</b>	Signed by:  A4566C08D5B4450...		<b>Date</b> 31-12-2024
<b>Responsible Officer and Unit</b>	Samantha Waymouth, Coordinator Early Years Services		
<b>Nominated Review Period</b>	<input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Every 4 years	<input type="checkbox"/> Other ( <i>please specify</i> )
<b>Last Endorsement Date</b>	new		
<b>Next Endorsement Date</b>	December 2025		

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

DOCUMENT HISTORY	Version	Date	Author
Initial Draft			
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Approval			

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# Early Years Policy Emergency and Evacuation

## Scope

This policy applies to the Macedon Ranges Shire Council (Council) as the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Council's Early Years Services, including during offsite excursions and activities.

## Purpose/Objective

This policy will provide a framework for:

- the development of specific emergency responses and evacuation procedures, practices and guidelines at Council's Early Years Services.
- a risk assessment that identifies potential emergencies at Council's Early Years Services.
- Communication protocols for those attending Council's Early Years Services about potential emergency situations and appropriate responses.

## Values

Council is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Council's Early Years Services.
- having a plan to manage emergency situations in a way that reduces risk to those present on the premises,
- ensuring effective procedures are in place to manage emergency incidents at services,

- ensuring an appropriate response during and following emergency incidents to meet the needs of children, their families, staff and others at the service,
- informing parents/guardians how communication will be provided in a case of emergency.

## Background/Reasons for Policy

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).

Policy and procedures should account for various emergency scenarios. These emergencies can encompass fires, smoke, personal injuries, threats, bomb threats, suspicious mail, biohazards, chemical spills, gas leaks, floods, and other natural disasters. In such situations, it may be necessary to evacuate or implement a lockdown. The policy and procedures must include comprehensive information to effectively handle all potential emergency situations within each specific service environment. Various emergency scenarios can entail varying levels of risk and demand different responses, depending on the location of the service.

In addition to the Education and Care Services National Law and National Regulations, service jurisdiction may have legislation regulating building facility requirements, such as workplace, health and safety legislation, which should also be considered.

Early years 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) (refer to Definitions) 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 three months and document it,
- Involve everyone present at the service at the time of the rehearsal. This is required to be done across all kindergarten groups to ensure everyone is included. This includes all staff members, volunteers, children, and the responsible person who is present at the time of the rehearsal.
- A copy of this Policy and Procedures must be available for inspection at the service premises at all times or on request. A copy of a service EMP should also be attached to this policy and available at the service.
- A copy of a service EMP should also be attached to this policy and available at the service.
- It is required in Element 2.2.2 of the National Quality Standard that emergency and evacuation procedures are developed in conjunction with relevant authorities/experts.

## Gender Impact Assessment

In accordance with the Gender Equality Act 2020, a Gender Impact Assessment was not required in relation to the subject matter of this report.

**Resources for conducting Gender Impact Assessments can be found on the intranet:**

[mrsc.vic.gov.au/workplace/Working-here/Gender-Equality](http://mrsc.vic.gov.au/workplace/Working-here/Gender-Equality)

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## Definitions

Term	Definition
<a href="#">Approved Provider</a>	<ul style="list-style-type: none"> <li>● <a href="#">Macedon Ranges Shire Council is an approved provider of eight early years services (kindergartens) in the shire.</a></li> </ul>
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"> <li>● fire safety building inspections</li> <li>● delivering community awareness, education and safety programs</li> <li>● post-incident analysis and fire investigation</li> <li>● fire prevention planning and land use planning at a municipal level</li> </ul>
Bushfire at Risk Register (BARR)	<p>Early Years Services 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 service to pre-emptively close on days determined Catastrophic in their</p>

	Bureau of Meteorology district, as well as other pre-emptive and preparedness actions in line with their fire risk category. Council has five Category 3 kindergartens listed on the BARR.
<a href="#">Early Years Services</a>	<a href="#">An Early Years Service is defined as an establishment where kindergarten programs, Maternal and Child Health and other early learning services such as toy library operate from.</a>
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
Emergency Management Plan (EMP)	A written set of instructions for the service to prepare for and respond to emergencies.
Emergency services	Includes ambulance, fire brigade, police and state emergency services.
Evacuation floor plan	An evacuation 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)	previously known as Metropolitan Fire Brigade) respond to fires, complex rescues, road crashes, emergency medical calls and hazardous chemical spills
Fire safety adviser	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	<p>The manager of Victoria’s workplace safety system. WorkSafe Victoria:</p> <ul style="list-style-type: none"> <li>● strives to prevent workplace injuries, illness and fatalities</li> <li>● provides benefits to injured workers and helps them to return to work</li> </ul>



- 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

## References

- Community Early Learning Australia – CELA's Simple Guide to bushfire advice for children's services: [cela.org.au/2020/12/04/bushfire-advice-2020](http://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/emergencymanagemenrequirements.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagemenrequirements.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](http://www.frv.vic.gov.au)
- Country Fire Authority: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- State Emergency Service: [www.ses.vic.gov.au](http://www.ses.vic.gov.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

## Related Policies

- > Early Years - Administration of First Aid
- > Early Years - Administration of Medication

- > Early Years - Child Safe Environment and Wellbeing
- > Early Years - Enrolment and Fees
- > Early Years - Orientation and settling in
- > Early Years - Excursions and Service Events
- > Early Years - Dealing with Medical Conditions
- > Early Years - Delivery and Collection of Children
- > Early Years - Incident, Injury, Trauma and Illness
- > Occupational Health and Safety (MRSC)
- > Early Years - Staffing
- > Early Years - Supervision of Children

## Related Legislation

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 including Regulations 97, 98, 168(2)(e)
- National Quality Standard, including Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004Insert legislation

## Responsibilities

The Responsibilities are outlined in the following table:

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in charge day-to-day	Early childhood teachers, educators and all other staff	Parents/guardians	Contractors, volunteers and students
<b>R</b> indicates legislation requirement, and should not be deleted					
Ensuring the <i>Emergency and Evacuation Policy</i> and procedures are in place ( <i>Regulations 168</i> ) and available to all stakeholders ( <i>Regulations 171</i> )	R	√			
Ensuring copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection	R	√			
Taking 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 ( <i>Regulations 170</i> )	R	√			
Ensuring 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	R	√			
Updating all Emergency Management Plans ( <i>refer to Definitions</i> ) ( <i>refer to Attachment</i> ), and attaching a copy to this policy	R	√	√		
Ensuring the service’s emergency management contact details are up to date on <u>NQA ITS</u> online portal	R	√			
Identifying if the service is on the BARR ( <i>refer to Definitions</i> )	R	√			
Conducting a risk assessment to identify potential emergencies that the service may encounter ( <i>refer to Definitions</i> ) 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 ( <i>Regulation 97(2)</i> ) ( <i>refer to Sources</i> )	R	√	√		

Conducting a risk assessment ( <i>refer to Definitions</i> ) of emergency evacuation routes and assembly points	R	√	√		
Ensuring any necessary updates to the emergency and evacuation policies and procedures are implemented as soon as practicable after reviewing the risk assessment	R	√	√		√
Ensuring that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation	R	√			
Developing instructions for what must be done in the event of an emergency ( <i>Regulation 97(1)(a)</i> ) ( <i>refer to Attachment</i> )	R	√	√		
Appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency ( <i>refer to Attachment</i> ). For <i>Macedon Ranges Shire Council this is the MERO (Municipal emergency Response Officer supported by the Emergency Management Team of Council)</i>	R				
Developing an emergency and evacuation floor plan ( <i>refer to Definitions</i> ) ( <i>Regulation 97(1)(b)</i> ) ( <i>refer to Attachment</i> )	R	√			
Ensuring that a copy of the emergency and evacuation floor plan ( <i>refer to Definitions</i> ) 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 ( <i>Regulation 97(4)</i> )	R	√	√		
Ensuring that the emergency and evacuation drills ( <i>refer to Definitions</i> ) are rehearsed and documented at least once every 3 months by everyone attending the service covering each Kindergarten group to ensure all staff are included. This also includes the responsible person in relation to the service who is present at the time of the rehearsal. If it has been identified both a lock down and evacuation response procedure in the risk assessments, and incorporated them in the emergency plan, they will both need to rehearse every three months ( <i>Regulation 97(3)(a)</i> ) ( <i>refer to Attachment</i> )	R	√	√		

Ensuring that all staff, students, volunteers and visitors are aware of emergency evacuation points	R	√	√		
Ensuring 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	R	√	√		
Developing procedures that consider collecting children’s medication and managing children’s medical conditions	R	√	√		
Providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.	√	√	√	√	√
Testing alarms and communication systems regularly, such as on a monthly basis	R	√			
Ensuring 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 ( <i>Regulation 98</i> ), and that phone numbers of emergency services are displayed	R	√			
Identifying potential onsite hazards and taking action to manage and minimise risks ( <i>refer to Attachment</i> )	R	√	√		√
Ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting	R	√			
Ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted	R	√			
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, evacuation kits, sprinkler systems and alarm or duress systems	R	√			
Providing a fully equipped portable first aid kit ( <i>refer to Administration of First Aid Policy</i> )	R	√			
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	R	√	√		√
Keeping lock-down ( <i>refer to Definitions</i> ) areas in a state of readiness so they are safe for children, staff and visitors to use	√	√	√		√
Attending regular training to ensure that they are able to deal with emergency situations e.g., first	R	R	√		√

aid ( <i>Regulation 136</i> ), emergency management and OHS training					
Regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)	R	√	√		√
Developing procedures to debrief staff following emergency incidents	√	√			
Providing support to children before, during and after emergencies		√	√		√
Conducting checks of documentation and practices to ensure all requirements of this policy are being complied with	R	√	√		√
Informing 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 ( <i>refer to Definitions</i> ) at the service			√		√
Notifying DE in writing within 24 hours of a serious incident, change of circumstances and/or complaints ( <i>refer to Definitions</i> )	R	√			
Completing the Incident, Injury, Trauma and Illness Record ( <i>refer to Definitions</i> ) where required	R	√	√		√
Notifying 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 ( <i>National Law: Section 174(2)(c); Regulations: 175(2)(b) &amp; (c), 176</i> )	R	√			
Reporting notifiable incidents ( <i>refer to Definitions</i> ) in the workplace to WorkSafe Victoria ( <i>refer to Definitions</i> )	R	√			
Where possible engaging with Fire Rescue Victoria and/or Country Fire Authority ( <i>refer to Definitions</i> ) regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans	√	√	√		
Identifying staff and children requiring additional assistance in the event of an emergency ( <i>refer to Attachment</i> )	√	√	√		√

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

## Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- review the policy to determine whether it adequately addresses a range of potential emergency situations
- regularly seek feedback from everyone affected by the policy regarding its effectiveness particularly following an emergency
- review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes

- use information gained from checks on documentation and practices and the Incident, Injury, Trauma and Illness Record to inform proposed changes to this policy
- revise the policy and procedures as part of the service's policy review cycle, or as required by legislation, research, policy and best practice
- Consult with Council's Emergency Management team to ensure the policy is consistent with internal emergency management procedures and practices.
- consult with emergency services such as the CFA, to ensure the policy and procedures meet current best practices
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172 (2)).

## Attachments

- Attachment 1 - Emergency Management Plan template:  
[https://www.vic.gov.au/sites/default/files/2023-06/ECS\\_EMP\\_Template\\_2023-24.docx](https://www.vic.gov.au/sites/default/files/2023-06/ECS_EMP_Template_2023-24.docx)
- Attachment 2 - Department of Education 'the Guide to Developing Your Emergency Management Plan' (the Guide)  
[www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspxdepaRT](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspxdepaRT)
- Attachment 3 - [D20-125938\[v2\] - Master Emergency Management Plan - Kindergarten and MCH - 2024 - D20-125938 \(View\)](#)
- Attachment 4 - [D22-154436 - Early Years - Emergency Preparedness - Kinder Closures \(View\)](#)