JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

EMERGENCY MANAGEMENT

Date Approved: 27/2/13

Related Legislation
- Local Government Act 1993
- Privacy and Personal Information Protection Act 1998
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- WHS Act 2011
- WHS Regulations 2017
- State Emergency and Rescue Management Act 1989

Related Guidelines, Standards, Frameworks
- National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2 Health and Safety

Related Policies
- Emergency Management Plan (EMP)
- Australian Standard AS3745:2010 Planning for emergencies in facilities (AS3745)
- Act of terrorism (Bomb threat) Procedure
- Air Quality Procedure
- Authority for Emergency Treatment Procedure
- Bushfire Procedure Building or Industrial Fire Nearby Fire Procedure
- Emergency Evacuation – Onsite/relocation Procedure
- Emergency Evacuation – Offsite Procedure
- Emergency Incident and Response Procedure
- Emergency Management Policy External Emissions Spill (asbestos, gas, smoke) Procedure
- Extreme Weather & Natural disasters (flood, earthquake, bushfire, tsunami) Procedure
- First Aid Procedure
- Intruder Procedure
- Lock Out Procedure
- Lock Down Procedure
- Loss of essential services procedure
- Medical Emergency/Health & Wellbeing Emergency Procedure
- Missing Child, Non-Collection and Unauthorised Collection Procedure
- Shelter in Place Procedure
- Snakes or other potentially dangerous animals, reptile, and insects Procedure
- Testing and maintenance of emergency equipment Procedure

Sources
- Australian Standards: Emergency control organisation for buildings, structures, and workplaces (AS3745-2002)
- Australian Children's Education and Care Authority: PolicyGuidelines_EmergencyAndEvacuation.pdf (acecqa.gov.au)
- NSW Department of Education: Incident Reporting
- Community Early Learning Australia – CELA's Simple Guide to bushfire advice for children's services: 2020 update: cela.org.au/2020/12/04/bushfire-advice-2020
- NSW Department of Education – Bushfire and Emergency Preparedness, Response, and recovery: http://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/current-service-providers/ermergency

Policy Statement

Emergency situations can arise in and around early childhood settings, and emergencies are just as prevalent in education and care environments as in other environments.

- Jumbunna places high importance on preparing our employees to assess and manage emergency situations, to ensure their safety and wellbeing and that of all children, visitors, and other persons in our environment.

- Jumbunna is committed to identifying risks and hazards in emergency preparedness, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

Goals - What are we going to do?

- This Policy has been developed through consultation with local families as well as local service providers and staff, and reflects the priorities identified for all stakeholders.

- Jumbunna is committed to identifying risks and hazards of emergency preparedness, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations including:

  - Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations (see *Dealing with Medical Conditions Policy);*

  - Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development

  - Ensure regular rehearsal and evaluation of all emergency and evacuation procedures to ensure ongoing quality improvement.

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families, and visitors to the Centre is paramount.

Definitions

Approved anaphylaxis management training	Approved anaphylaxis management training. Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.
Approved emergency asthma management training	Emergency asthma management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.
Approved first aid qualification	A qualification that includes training in the matters set out below, that relates to and is appropriate to children and has been approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website. Matters are likely to include: Emergency life support and cardiopulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device
Chief Warden	A Chief Warden is responsible for the management and direction of emergency procedures in their building or work area.
Children's Services	The services provided for children and their families, some of which are provided by Jumbunna Community Preschool.

Communications plan	A plan that outlines how relevant educators, staff members and volunteers are informed about the medical conditions policy, the medical management plan and risk minimisation plan for the child. It also sets out how families can communicate any changes to the medical management plan and risk minimisation plan for the child.
Centre Manager (Emergency Evacuation Centre)	Emergency Evacuation Centre's allocate a Centre manager (under SERM ACT) with relevant authority to enact service and care arrangements for people and children in this environment.
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. For example, a centre-based service, family day care residence or venue is located on the second storey of a multistorey building. The building is on sloping land which means that the service, residence or venue has direct access to the outdoors at ground level (without the need to travel up or down any stairs) which leads to the assembly area(s) outside the education and care premises and building.
Early Childhood	The period of childhood up to the age of 8 years, commonly used to refer to the period before full-time schooling commences.
ECEC	Early Childhood Education and Care
Emergency	An incident, situation, or event where there is an imminent or severe risk to the health, safety, or wellbeing of a person at the service.
Emergency Control Organisation	The ECO is a structured group of employees in key roles, to implement the Emergency Management Plan, in full compliance with Australian Standard 3745-2010. With such crucial responsibilities, these employees must be provided with the necessary training to understand how to best operate as part of the ECO and carry out their duties in the event of an emergency, while meeting Australian standards for emergency control. The roles of an ECO may include: • Chief Warden • Communication Officer • Floor/Area Wardens • Wardens/Emergency Officers
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	Emergency management is a coordinated effort across all services and government agencies to prevent, prepare, respond, and recover from natural disasters and other emergencies.
Emergency services	Includes ambulance, fire brigade, police, and state emergency services.
Emergency Evacuation Centre	Evacuation centres may be opened to support people who require short-term temporary accommodation following a natural disaster or other incident.

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.
First aid	Is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website: www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training
Health information	Health information about each child must be kept in their enrolment record. This includes: • the contact details of their registered medical practitioner • their Medicare number (if available) • their specific healthcare needs and allergies (including anaphylaxis) • any medical management plan, anaphylaxis or asthma management plan or risk minimisation plan to be followed • any dietary restrictions • their immunisation status • whether a child health record has been sighted.
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.
Medical management plan	Individual medical management plans can be provided by a child's family and may be required by the service before the child is enrolled. It is best practice for the family to consult with the child's medical practitioner in the development of the plan and for the practitioner's advice to be documented.
Medication	Medicine within the meaning of the Therapeutic Goods Act 1989 of the Commonwealth. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (tga.gov.au).
Medication record	A record to be kept for each child to whom medication is to be administered by the service. Details to be recorded: • the child's name • the authorisation to administer medication • the name of the medication • the date and time the medication was last administered • when the medication should be next administered • the dosage to be administered • the manner in which it is to be administered • name and signatures of staff administering medication

NQF	National Quality Framework - national initiative to improve education and care across Long Day Care, Family Day Care, preschool/kindergarten and Outside School Hours Care. The NQF includes the National Law and National Regulations, The National Quality Standard, National learning frameworks and an assessment and quality rating process for services.
OSHC	Out of School Hours Care
Risk minimisation plan	A plan developed with a child's parents to ensure that: • the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised • practices and procedures in relation to the safe handling, preparation, consumption, and service of food are developed and implemented [if relevant) • practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented [if relevant) • practices and procedures ensuring that all educators, staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented

Serious incident	• For the purposes of the definition of serious incident in section 5[1) of the Law, each of the following is prescribed as a serious incident: [a) the death of a child
	
	  a) while that child is being educated and cared for by an education and care service; or
	
	  b) following an incident occurring while that child was being educated and cared for by an education and care service;
	
	• any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service
	
	  a) which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
	
	  b) for which the child attended, or ought reasonably to have attended, a hospital; Example: A broken limb.
	
	• any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital; Example: Severe asthma attack, seizure, or anaphylaxis reaction.
	
	• any emergency for which emergency services attended;
	
	• any circumstance where a child being educated and cared for by an education and care service
	
	  a) appears to be missing or cannot be accounted for; or
	
	  b) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or
	
	  c) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

Suitably equipped first aid kit	Should be fully stocked, with no expired products, and should be checked regularly to ensure this. For example, a service might keep a checklist of the contents inside each first aid kit, and initial the list each time the contents are checked. Approved providers or FDC educators may seek guidance from a reputable organisation such as St John Ambulance on first aid kit contents

Procedure

Risk Assessment for Potential Emergencies

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our service. We aim to identify thee risks by using the Emergency Risk Assessment Tool – attached in the Emergency Management Plan (EMP). The risk assessment tool will address the hazards and potential threats to our service, the level of risk of each and how we will prepare for, reduce, and manage them.

Risk assessment steps:

- **Step 1** - Identify the hazard/potential emergency/threats.

- **Step 2** - Describe the risks – the risk each hazard creates for children, families, staff, students, visitors, and contractors at our service in relation to key cause/s and key consequence/s of each.

- **Step 3** - Identify controls/measures we currently have in place to manage the risks.

- **Step 4** - Rate the risk – we will use the consequence criteria and likelihood tables to determine the overall rating for each risk using the risk rating matrix.

- **Step 5** - Treatments to be implemented. The risk rating will guide the extent to which we will need to develop further treatments to reduce the risk level.

- **Step 6** – Re-assess the risk. Once the additional treatments have been identified, we will re-assess the level of risk on the basis of the new treatments.

Detailed risk assessment and control measures of potential emergencies the service may be exposed to.

Documentation is assessed and updated periodically and when needed as circumstances change.

Emergency and Evacuation Procedures

- Jumbunna will develop suitable emergency response procedures based on the risk assessment outcomes.

- Emergency response procedures may include (but not limited to):
  a) Act of terrorism (bomb threat)
  b) Air Quality
  c) Bush Fire
  d) Building or Industrial Fire Nearby Fire
  e) External Emissions Spill (asbestos, gas, smoke)
  f) Extreme Weather & Natural disasters (flood, earthquake, bushfire, tsunami)
  g) First Aid
  h) Intruder
  i) Loss of essential services
  j) Medical Emergency/Health & Wellbeing Emergency Procedure
  k) Missing Child, Non-Collection and Unauthorised Collection Procedure
  l) Snakes or other potentially dangerous animals, reptile, and insects
  m) Any circumstances specific to the service setting and context

- Depending on each circumstance, the Chief Warden will decide the course of action: being either lock down, lock out, evacuation onsite, evacuation offsite, or shelter in place.

- Where possible we will consult/seek advice from relevant recognised authorities for the development and implementation of our emergency procedures e.g., Local Fire Brigade, State Emergency Services, Local Council services, as well as undertaking training in the use of fire /emergency equipment.

- Ensure that all employees and other stakeholders, including children, have the opportunity to contribute to the development of emergency procedures.

- Ensure that all employees, students, volunteers, and other persons attending the service are aware of the emergency response procedures and emergency and evacuation floor plans. This includes fire exits, installed firefighting equipment and any machinery that might need to be turned off in an emergency.

- Please consider evacuation from multi storey buildings (additional educators required/ safety of children evacuating via fire stairs – including infants and non-ambulatory children)

- Contractors and visitors to the service will also be shown the emergency exits, emergency response procedures and installed firefighting equipment.

- Staffing rosters ensure that at least one educator/staff member who holds a current approved first aid qualification and has undertaken approved anaphylaxis management training and approved asthma management training will be immediately available in the event of an emergency.

- Emergency telephone numbers are clearly displayed near every telephone.

- A copy of the emergency and evacuation floor plan and procedures are displayed near all exits throughout the service. The evacuation floor plan will include a visual map of the service and a step-by-step overview of the evacuation process. The visual map will have clearly marked exit routes from all locations within the service. The step-by-step evacuation process will state who is responsible, what needs to be collected, the location of the assembly point and contact details of the service for easy reference.

A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position in the foyer near each exit at the service.

Staffing rosters ensure that at least one Educator who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training will be immediately available in the event of an emergency.

Emergency telephone numbers are clearly displayed above every telephone.

Discovering an Emergency

- Educators who discover an emergency are required to initiate the correct procedures. They will alert the Responsible Person/Chief Warden immediately so that they can determine and implement control measures/procedures.

- After immediate assessment, the Responsible Person/Chief Warden will then call LOCKDOWN, LOCKOUT, SHELTER IN PLACE or an EVACUATION depending on the type of emergency.
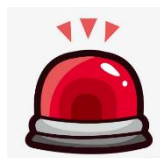
Lockdown Procedure

Lockdown is a procedure to be used when there is an immediate threat to the school and to secure children and staff in rooms.

It is used when:

- A threat is specific
- An incident is happening directly threatening the Centre
- Activities cannot continue until the threat is over.

The general manager will make the decision to go to lockdown if advised of a serious threat on premises, or threat to enter the premises.

Alarm

Classes will be informed via phone.

Responding to the alarm

- The general manager or responsible person will call 000

- Teachers will quickly check outside classrooms for children and bring them into their classroom

- All doors and windows are to be locked and blinds pulled down in the classrooms

- Children should be moved away from line of sight of doors and windows and kept close to staff on the floor

- Staff must complete a roll check to ascertain if any child is missing

- If you are engaged in an outside activity, staff are to take their children to the nearest classroom and commence lockdown procedures

After the lockdown

Everyone must remain in lockdown mode until the "All clear" is given. All classrooms will be informed via phone. Staff are to stay with children and reassure them before returning to normal routines.

Fire Procedure

Fire procedure to be used when there is a fire threat to the school and to secure children and staff away from danger in a carpark.

Alarm

Classes will be informed by repeated whistle blasts. On hearing the whistle blasts, all staff are to stop what they are doing and move the children calmly to the

Responding to the alarm

- The general manager or responsible person will call 000

- Office staff are to collect the red emergency bag in the office store room, mobile phone, bus iPad and staff in book plus the visitor sign in clipboard.

- Educators will quickly check outside and classrooms for children and calmly move all children to the evacuation/assembly point – carpark 1 or carpark 2.

- Children are to be counted by a staff member when exiting the gate or back door of the office by counter located in the staff room or at the back door. Staff are to be counted separately to the staff sign in book.

- The General Manager, Deputy General Manager or Responsible Person will wait at the main gate area for emergency services.

After the emergency

Everyone must remain in the carpark until the "All clear" is given. Staff are to stay with children and reassure them before returning to normal routines.

Evacuation Drills and Emergency Evacuation

Emergency and evacuation drills are rehearsed every three months by the Responsible Person, all staff, volunteers, parents and children present at the service on the day of the rehearsal.

Where possible, the service will continue to rehearse emergency procedures at various times of the day and week, for the duration of a week, so all children enrolled at the service and staff employed at the service have an opportunity to rehearse. This allows us the opportunity to rehearse and evaluate our current practices whilst preparing our staff, children, and other persons in our service for the possibility of an emergency.

Each emergency rehearsal/drill is documented to include the date, time, how many people are in the building according to attendance registers, how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any), any problems encountered, weather conditions, and any additional notes. This documentation is kept for a minimum of three years.

Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.

There is a large emergency cot that is to be used for any children not walking during evacuations. This cot is to be checked regularly and maintained in a sturdy condition to ensure its safety at all times.

Emergency Equipment

Emergency whistles are provided in designated areas throughout the service. Whistles are only to be used for evacuation purposes.

Jumbunna will ensure we have access to an operating telephone or other similar means of communication to and from parents and emergency services. In the case of an emergency evacuation, we wll ensure we have communication devices such as mobile phone and/or two-way radio.

Portable First Aid Kits are adequately stocked and located in prominent and accessible positions.

The service has sufficient fire extinguishers and fire blankets. These are tested and tagged annually to ensure they are in good working order.

Jumbunna will ensure all staff are aware of the correct use of a fire extinguisher.

The acronym PASS can be used to train employees in using fire extinguishers:

- Pull pin or release lock
- Aim low at the base of fire
- Squeeze handle
- Sweep fire extinguishers from side-to-side at base of fire.

Smoke detectors are throughout the service to assist in alerting and responding to fire emergencies promptly and these are regularly maintained.

Each classroom has a stocked evacuation bag consisting of a current emergency contact list, basic first aid kit, children's necessities such as sunscreen, nappies, wipes / tissues, portable change mat, gloves, sanitisers, water, torch, books, paper/pencils. The services asthma puffer / EpiPen is accessible (in close proximity to) the evacuation bag with first aid instructions etc. (See emergency evacuation kit checklist).

An emergency evacuation pack will also be located in block 1, the bus and the Hub.

After the Emergency is Over

In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child. The Responsible Person/Chief Warden will liaise with the relevant

emergency authorities if there is a need to change locations (eg move to an Emergency Evacuation Centre)

If able to return to the building, with reassurance and calmness, walk back to the Centre following the safety procedures, recheck that all children have returned and discuss as developmentally appropriate the emergency that has taken place.

Consider counselling services for anyone affected by the emergency.

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167) - Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations using a risk assessment process. - Ensure the following documents are completed: a) risk assessment - reviewed at least on an annual basis; b) emergency and evacuation procedures; c) emergency evacuation floor plan; and d) emergency management plan - Ensure all staff participate in regular induction and training regarding emergencies. - Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones. - Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets and that staff are adequately trained in their use. - Ensure that emergency equipment is tested as recommended by recognised authorities eg Fire Extinguishers - Determine whether the service should close if damaged due by a Natural Disaster - In the case of an emergency, contacting families of the service - Recovery events that follow (eg informing families an any closure periods, contacting service's insurance company, arranging counselling, etc) - Ensure they are connected to local council and stat based emergency preparedness contact information and apps, eg BOM, Fires_Near_Me_(nsw.gov.au)

Role	Authority/Responsibility For
Nominated Supervisor/ Responsible Person	• Implement duties as listed above and directed by the Approved Provider. • Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit (including the classrooms) and that all staff and educators are aware of these. • Ensure that all staff are trained in the emergency evacuation procedures. • Ensure that all staff are aware of emergency evacuation points. • Ensure that families are regularly reminded of the emergency procedures in place at the service. • Ensure that evacuation procedures are rehearsed every three months, with rehearsals to be carried out over an entire week at different times of the day to ensure each enrolled child and staff member participates. • Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events. • Provide staff with evaluation/feedback forms after each rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children. • Ensure all scheduled, spontaneous, and actual evacuations are documented and reviewed • Ensure all staff are notified of any changes to the emergency procedures • Ensure all emergency contact lists are updated as required. • If used by the service for attendance purposes – ensure iPads/tablets are charged. • Ensure two-way radios are checked regularly and batteries replaced. • Ensure smoke detectors are checked regularly • Ensure Emergency Evacuation Packs are kept up to date • Assist the Approved Provider in contacting the service's insurance company, families of the service/emergency contacts, etc • Ensure they are connected to local council and state based emergency preparedness contact information and apps, eg. BOM, Fires_Near_Me_(nsw. gov.au) • Submit notifications of serious incidents online via the National Quality Agenda IT System (NQA ITS): www.acecqa.gov.au/national-quality-agenda-it-system
Educators and Staff	• Ensure the attendance record accurately reflects the attendance of each child. • Ensure the time of arrival and departure is noted in the attendance for every child. • Sign yourself in/out on the staff attendance record. • Display the emergency procedure plan for your room in a prominent position (this is by the exit points). • Practice emergency procedures that involve a variety of movement eg lockdown, evacuation onsite, evacuation offsite, shelter in place. • Practice the internal procedure. • Familiarise yourself with evacuation procedures in each area of the service. • Familiarise casuals, students, volunteers and visitors with emergency procedures at the beginning of the shift or during their induction. • Ensure all items in emergency bags are present.

| Role	Authority/Responsibility For
Educators and Staff	• Check the number of children in your care regularly throughout the day. • Provide children with learning opportunities about emergency evacuation procedures. • Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills. • Assist the Nominated Supervisor/Approved Provider in identifying risks and potential emergency situations. • Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations and lockdowns. • Ensure they are aware of the placement of operating communications equipment and emergency equipment and are confident in their ability to operate them. • Assist the Nominated Supervisor/Approved Provider with the implementation of the service's emergency procedures • If designated within the ECO, conduct a head count prior to evacuation and conduct a roll call at the designated 'safe zone.' This can use a printed version from evacuation bag or electronic format (ensure electronic device has internet data capacity) • No employee is to leave the safe zone or safe venues until informed to do so by Emergency Services or the Responsible Person/Chief Warden. All educators/staff will stay with the children to provide comfort and stability until all children have been collected by a parent or an authorised emergency contact • In the case of an emergency, assist the Nominated Supervisor/Responsible Person in contacting families or authorised emergency contacts
Families	• Familiarise themselves with the service's emergency and evacuation policy and procedures and the service's *Emergency Management Plan.* • Ensure the completion of the attendance record on delivery and collection of their child. • Provide emergency contact details on their child's enrolment form and ensure that this is kept up to date. • Follow the directions of staff in the event of an emergency or when rehearsing emergency procedures. • Ensure they are connected to local council and state-based emergency preparedness contact information and apps eg BOM, Fires_Near_Me_(www.nsw.gov.au)

Education and care services are reminded that they must report serious incidents to the Department of Education, in accordance with relevant regulatory requirements.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.
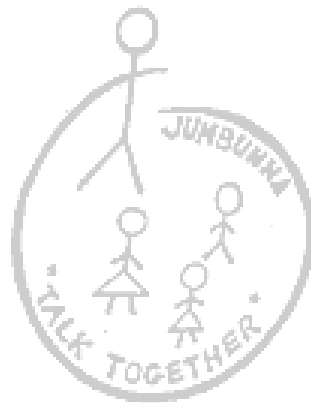
DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Emergency Management		Policy Number:	
Date Approved:	30th June 2024		Approved By:	Senior Management Team
Date Issued:	7th August 2024		Review Date:	30 June 2026
Version 1.6	This version of the policy was approved 30th June 2024 and replaces the version approved 24 August 2023			

ATTACHMENT A

Risk Management Approaches to Emergency Situations

Natural disaster: storm, flood

Harm: risk of injury to children and staff, damage to property, isolation due to roads being cut

Controls: Follow local emergency information as broadcast on radio/paper/tv; phone SES; General Manager will make decision as to sending staff/children home and closing Centre based on information; General Manager and staff living locally will monitor buildings, cars

If an event occurs without prior warning eg. Flash flooding then General Manager will make decisions regarding contacting parents to come and collect children and sending staff home.

Fire: Bush fire, Electrical fire

Harm: injury to persons, damage to property and buildings

Controls: smoke detectors, regular drills, electrical checks, annual inspections, waste secure, grounds mown, fire extinguishers in place and serviced; staff education, policies, and procedures

Snakes: (spiders, vermin, ants)

Harm: injury to children and staff; ranging from irritation, allergic response, and death

Controls: daily checks, education for staff and children, repellants, traps, gardens mown, and plantings reduced, outside rubbish cleared, annual spraying, cleaning schedule; contact WIRES for removal

Seasonal issues may require rescheduling of activities, on the spot cleaning.

On the spot decisions will be made by the General Manager in view of the safety of children, including removal of children from danger.

Missing child/escaping child

Harm: injury to child, hit by cars, psychological stress

Controls: supervision inside and outside, secure fencing and gates, signage, roll checks, procedures to tag high risk children, engaging program so child does not want to escape; regular staff discussions regarding high-risk children, and procedures in event of this situation.

Non-Contact parent/partner/family looking for their child

Harm: psychological stress to family/child/staff, risk of physical harm, kidnap

Controls: limited entry points to Centre, doors locked, enrolment forms list authorised people to collect, and bus staff has specific instructions; lock down procedures practiced; court orders/photos; regular drills in lock down

Intruder: Robbery, violence, psychologically unstable

Harm: risk to staff and children, damage to property

Controls: limited entry points to Centre, doors locked, enrolment forms list authorised people to collect, bus staff have specific instructions; lock down procedures practiced,

Safe handling of money procedures; valuable items secured and out of sight, door locking procedures, security service.

Action:

Medical Emergency

Harm: health risks to children, staff, and any persons on premises

Controls: health plans for children/staff as required; for existing conditions prior to enrolment/employment; for conditions that develop while attending or working at the Centre; for children requiring short term medication – short term procedure in place; storage of medications and administering of medications policies and procedures; lists in staff room, regular whole staff discussion as required; telephone access to ambulance, supervision plans in class/playground, first aid kits, emergency Ventolin, staff education and updates on medical conditions as per first aid training and as individual children are enrolled; staff trained in first aid and identified; Speech Pathologist assessment of all children at risk of aspiration; First aid forms

Suspicious parcel/bomb/explosive threat

Harm: physical danger to staff, children and damage to property, psychological trauma

Controls: staff collection of mail from the post office, do not open if concerned; or phone local police.

Threatening phone calls

Harm: psychological trauma

Controls: hang up, staff to discuss with General Manager, advise police,

Working in isolation

Harm: physical danger to staff, psychological trauma. Possible scenarios:
- Staffroom,
- R3,
- R8,
- home visits,
- travelling,

Controls: Staff training, phone contact with Centre, register of who is where and what time they are expected back, staff to ring prior to attending to discuss possible risks – dogs, AVOs, sign in/out check, time

Action

Bus

Harm: vehicle accident, psychological trauma, irate parents, no one home

Controls: phone contact with Centre, register of addresses and contacts, 2 staff at all times, age-appropriate restraints, first aid kit, fire extinguisher, insurance NRMA membership.

Driving Jumbunna vehicles

Harm: vehicle accident, flat tyre, vehicle maintenance, psychological trauma, physical injury.
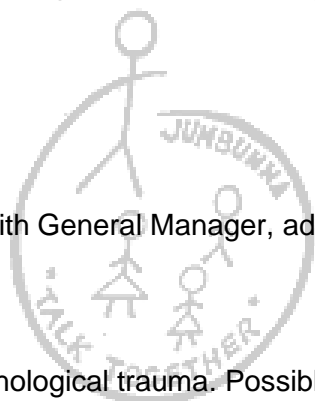
Controls: phone contact with Centre, regular schedule of maintenance and upgrades, key register, adequate fuel supplies, insurance, NRMA membership, sign in/out check, note on white board.

SES	132500
Casino SES	6662 1889
Casino Police	66 620099
Casino Community Health	6662 4444
Poisons	131126
Lismore Women's Refuge Insiteful Counselling	66212685 6622 3276
Casino Aboriginal Health	6662 1068
Mental Health Lismore	1300 369 968
Rape Crisis Centre	1800 424 017
Alcohol and Drug Info Line	1800 422 599
Women's Health Matters, Lismore	6620 2999
Anxiety Management	6620 2180
Sexual Health	6620 2980

http://www.health.nsw.gov.au/emergency_preparedness/pages/default.aspx

http://www.rfs.nsw.gov.au/file_system/attachments/Attachment_BushFireSurvivalPlan.pdf