

POLICY NO 46: EMERGENCY EVACUATION & BUSHFIRE MANAGEMENT

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

Your safety and that of your family and children is our priority. Our Village Family Childcare has a responsibility and duty of care to establish and implement clear and transparent emergency management procedures to ensure Educators can competently manage an emergency should it arise. All Educators are to provide Our Village Family Childcare Service Coordination Unit a copy of their household self-assessment bush fire tool and their personal bushfire plan on an annual basis and regularly review their bushfire and emergency management preparedness. All Educators must notify the Coordination Unit of any decisions to activate their personal survival plan, as soon as possible.

CRITICAL INFORMATION:

Travel Guidelines:

- Check the Vic Emergency App and Website
- Check weather forecast for fire danger days.
- Check road conditions before you travel.
- Check for fire restrictions and activity and in our area before you leave. (CFA areas 14 and 15) (DSE/CFA website)
- Ensure your excursion permission slips are signed by the parent/guardian prior to excursion.
- Take your phone and drinking water (Emergency Kit)
- Tune vehicle radio to ABC Melbourne 774 AM or ABC Bendigo 91.1 FM
- Do not drive towards or through smoke **U turn to safety.**
- Phone numbers to be programmed into phone: emergency 112, Bush Fire Info 1800 240 667 and Vic Emergency hotline 1800 226 226.

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PURPOSE:

To ensure the safety of children, families, educators, educator’s families, Coordination Unit staff visitors and volunteers is maintained in an emergency with clear guideline for staff and Educators to manage a variety of possible emergency situations that could occur within a Family Day Care Setting.

SCOPE/RESPONSIBILITIES:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of Our Village Family Childcare Service.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQ+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

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PROCEDURES:

Emergency Management

All educators must ensure:

- They are familiar with and understand Our Village Family Childcare Emergency Management Plan
- They have a shelter in place for emergency situations where evacuation from the residence and premises is essential.
- Complete Home Safety and Vehicle Checklist conducted by the coordination unit annually to assess the risks and ensure all emergency evacuation protocols are adhered to.
- The residence has a current Emergency and Evacuation Floor Plan displayed at their emergency exits. A minimum of two (2) exit points are required including an identified meeting point outside the residence. Each Emergency Evacuation Floor Plan must include:
 - A picture of the floor area
 - Symbols to show:
 - the path everyone will take to evacuate the building in an emergency.
 - the designated assembly area/s
 - the location of installed emergency equipment and systems such as fire extinguishers.
- A fully charged operating mobile phone.
- A list of emergency and the coordination unit phone numbers displayed and / or in their mobile phone including;
 - Ambulance
 - Police
 - Fire Brigade
 - Poisons Hotline

- Closest Hospital
- Each child's parent/Guardian's contact details
- Each child's emergency contact details
- Coordination unit phone numbers and the services emergency phone number

All Family Day Care Residences must have:

- Two (2) first aid kits or 1 first aid kit that is transportable during outings.
- Fitted smoke detector – batteries changed annually.
- A fire extinguisher (checked every 12 months) or fire blanket located in the kitchen.
- Emergency kit:
 - Key areas to think about – what is in you kit? Does it cover all probable situations? If you evacuate who will carry the kit and how? Are the contact lists stored electronically? Do you have offsite access?
 - Check – Medications, Medical plans, food, water, have not expired.
 - Current needs of the children are met.
 - All equipment in the kit is in working order.

Emergency Evacuations

- Educators must conduct emergency evacuations within a three (3) month period.
- The **Record and Evaluation of Emergency Evacuation Procedure** template must be completed and submitted and sighted by the coordination unit as evidence.
- In an emergency when evacuation all educators need to ensure they have all the children's emergency contact details with them when leaving the home.
- If safe to do so all Educators need to attempt to take:
 - Fully stocked First Aid Kit
 - Fully Charged Mobile Phone
 - Emergency kit

Emergency Procedures

Fire

- Follow your emergency evacuation plan.
- Collect your mobile phone.
- Assemble the children and other persons in the home.
- When leaving the home close all the doors on your way out, if safe to do so.
- Evacuate to the meeting point on your evacuation plan.
- Complete a headcount.
- Call 000 – listen and follow the instructions emergency services.
- Call the Coordination Unit
- Call the families/emergency contacts.
- Complete an incident form.

Lockdown - Intruder or armed offender (E.G – someone in your front or backyard)

- Assemble all the children and stay indoors or take them indoors (if you are outside)
- Collect your mobile phone.
- Lock all external doors, windows and close all curtains and blinds.
- Gather all the children together and move them to an appropriate room of the home E.G Ensuite, bedroom- with a lockable door if possible.

- Call 000 – listen and follow the instructions of emergency services.
- Call the Coordination Unit
- Complete and incident form

Hostage Situation

- Do not argue with the offender or aggravate the current situation.
- Attempt to isolate the offender from the children and the other occupants within the residence if safe to do so.
- If you can – call 000 listen and follow the instructions emergency services.
- If you can – call the coordination Unit.
- Try and be as observant of you can and gather as much information about the number of offenders, what they look like, any weapons, any cars etc.
- Complete an incident form.

Gas Leak/Chemical Spill - inside

- Follow your emergency escape plan.
- Assemble the children and evacuate to the meeting point on your evacuation plan.
- Complete a headcount.
- Call 000 – listen and follow the instructions emergency services.
- Call the Coordination Unit
- Call the Families/emergency contacts.
- Complete an incident form.

Gas Leak/Chemical Spill - Outside

- Collect your mobile phone.
- Gather and direct the children indoors.
- Close all the doors and windows.
- Call 000 - listen and follow the instructions emergency services.
- Call the Coordination Unit
- Call Families/Emergency Contacts
- Complete an incident Form.

Motor Vehicle Accident – Occurs outside your home, within close vicinity to you or the children.

- Assemble and take the children away from any danger and away from the scene.
- Call 000 - listen and follow the instructions emergency services.
- Reassure the children and create a calm space.
- Call the Coordination Unit
- Call the families.
- Complete an incident form.

Motor Vehicle Accident – Educator involved in minor accident.

- Check on all the children and reassure them.
- Call the Coordination Unit - if required the Coordination Unit will assist at the scene.
- Return home – if possible and vehicle can be driven.
- Call the Families/Emergency contacts.
- Complete an incident form.

Motor Vehicle Accident – Educator involved in a major accident.

- Call 000 – inform of the situation, listen, and follow the instructions of the emergency services.
- Check on all the children and reassure them.
- Ensure basic first aid is applied if required.
- Contact the Coordination Unit – if required the Coordination Unit will assist at the scene.
- Contact the Families/Emergency Services
- Wait for Emergency Services to arrive.
- Complete an Incident Form

Earthquake/Earth Tremor - Outside

- Inform the children and other people in the home to:
 - Stay outside and move away from all buildings, streetlights, and utility wires.
 - DROP, COVER, HOLD
 - DROP – to the ground
 - COVER – Cover your head and your neck with your arms and hands.
 - HOLD – and do not move until the shaking stops.

Earthquake/Earth Tremor - Inside

- Inform children and other people in the home to:
 - Move away from all windows, shelving, heavy object etc.
 - DROP, COVER, HOLD
 - DROP – to the ground
 - COVER – cover yourself by getting under a solid table, similar piece of furniture, or move into the corner of the residence/building and cover your face and head with your arms.
 - HOLD – on until the shaking stops

Post Earthquake

- If Emergency Services are needed – call 000- listen and follow the advice from emergency services.
- Assess the scene and evacuate if there are – uncontrolled fires, gas leaks, or any structural damage to the residence.
- If an evacuation has occurred – ensure consistent assessment of fallen trees, power lines and stay clear of any other buildings/structures that may collapse.
- Call the Coordination Unit – confirm safety and wellbeing of yourself and the children in your care – as well as if there is assistance required and coordination unit will attend to the sponce if safe to do so.
- Contact the Families/Emergency Contacts
- Follow instructions from Vic Emergency App and tune into radio/ news, if possible, to follow emergency updates and instructions.

Heath Emergency - on every occasion that first aid is administered.

- Follow the child's individual Emergency Management Plan
- Administer basic first aid and if required call 000 – listen to and follow the instructions of emergency services.
- Call the Coordination Unit
- Call the Families/Emergency contacts.

- Complete and Incident, Illness, Trauma and Injury Record and Medication Form if medication was administered.

Bush Fire Management

Fire Danger Ratings (FDRs)

- MODERATE – Plan and Prepare
- HIGH – Be ready to act.
- EXTREME – Act now to protect life and property.
- CATASTROPHIC – For your survival, leave bushfire risk areas.

Educators must:

- Comply with National Regulation, (current version July 1, 2023), Part 4.2 regulation 97 and determine the level of risk the environment poses to their home. A Self-Assessment tool can be accessed via the Prepare, Act, Survive Bushfire survival kit from the CFA or an interactive version is available on the CFA's website www.cfa.vic.gov.au. If you are concerned or doubtful about your self-assessment, it is strongly recommended that you contact the CFA for a personal residential assessment.
- Complete a **Bushfire & Emergency Contact Form annually**.
- **If your home is rated as high risk**, please notify the coordination unit immediately and strategies such as requesting a CFA officer conduct an onsite risk assessment will be determined.
- The safety of children and educators is our paramount consideration.

Travel Guidelines:

- Check the Vic Emergency App and Website
- Check weather forecast for fire danger days.
- Check road conditions before you travel.
- Check for fire restrictions and activity in our area before you leave. (CFA areas 14 and 15) (DSE/CFA website)
- Ensure your excursion permission slips are signed by the parent/guardian prior to excursion.
- Take your Emergency Kit
- Tune vehicle radio to ABC Melbourne 774 AM or ABC Bendigo 91.1 FM
- Do not drive towards or through smoke **U turn to safety**.
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Payment Arrangements:

- If you decide to activate your personal survival plan (i.e., close your service) and the Coordination Unit has not instructed you to close you are unable to charge families.
- In the event of a Catastrophic Fire Danger Rating and/or when educators are directed to close by the Coordination unit, Educators may be able to charge families ordinary hours and families may be eligible to claim special CCS.

Notifying Families:

- All warnings of potential and actual closure of schools and licensed children's services will be posted to the Department of Education and Training
www.education.vic.gov.au/about/programs/health/Pages/closures.aspx

- Affected services will be listed; parents and educators are requested to contact Our Village Family Childcare directly for specific closure information.
- Services will be notified by the Department of pre-emptive closure and Our Village Family Childcare will notify Educators.
- Irrespective of contact being made, Our Village Family Childcare will close Educators living in the areas listed as high risk on a day declared by fire authorities as being Catastrophic as per Our Village Family Childcare Fire Risk Plan
- Please notify your families as soon as possible if you are activating your personal survival plan and/or if you have been instructed to close.

Notifying Coordination Unit:

- Educators are to notify Our Village Family Childcare Coordination unit as soon as possible if you are activating your personal bushfire plan.
- Unplanned closure may also be required in the event of a local fire event (such as a bushfire nearby) or other emergency, which would require Educators to enact their emergency management plans.

APPENDIX:

- Bushfire & Emergency Contact Information
- Incident, Illness, Trauma, and Injury Record
- Medication Form
- Self-Administer Medication Form (School age children)
- Home Safety and Vehicle Checklist

REFERENCES:

- [Education and Care Services National Regulations, \(current version July 1, 2023\) – Regulation 92, 168](#)
- [CFA “Country Fire Authority”](#)
- [Department of Education and Training Emergency Management Requirements](#) (updated June 29, 2023)
- [Factsheet-Bushfire](#)
- [Emergency Management Plan template 2022-2023 \(1.29mb\)](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Anaphylaxis, Allergies and Food Intolerances Management – 1
- Asthma Management – 4
- Governance and Management of FDC Service Including Confidentiality and Retention of Records – 8
- Child Safe Environment & Child Protection - 7
- Medication – 25
- Health and Safety – Administration of First Aid - 48
- Excursions – 16
- Active Supervision – 52
- Dealing with Medical Conditions – 45
- Incident, Injury, Trauma, and Illness - 14
- Visitors of Family Day Care Residences and Care Venues - 47

- SCCH Client Empowerment Policy and Procedure
- Orientation of FDC Educators Work Instruction

VERSION CONTROL AND LEGISLATION:

For office use only (to be completed by the Quality, Safety & Compliance unit)			
Document Owner:	Chief Operating Officer	Version Number:	2.0
Date Approved:	3 July 2024	Review Date:	3 July 2027
Document Type:	Team	Approved By:	Chief Operating Officer
Legislation:	Education and Care Services National Regulations		