

2022 Bush/Beach Kinder Emergency Evacuation Policy

NQS: Quality Area 2

Purpose

This policy is a special circumstance policy which supplements the main Parkdale Preschool Emergency Evacuation Policy and the Incident, Injury, Trauma & Illness Policy and should be read in conjunction with those policies. This Bush/Beach Kinder policy only details the specific evacuation procedures for children, staff and volunteers attending the Bush/Beach Kinder program in response to an emergency or hazard that may arise during a session.

This policy aims to:

- Set out clear and safe evacuation principles and procedures for Bush/Beach Kinder participants in response to an emergency situation of any type
- Increase awareness and implementation of emergency and evacuation procedures at Bush/Beach Kinder amongst staff and the broader kindergarten community
- Provide an appropriate mechanism for communication of the evacuation procedures for requirements for Bush/Beach Kinder sessions to parents and to children

Policy statement

Values

Parkdale Preschool is committed to:

- Providing a safe environment for children, staff and volunteers participating in the Bush/Beach Kinder program
- Ensuring that an appropriate response is provided, which meets the needs of participants during and following emergency incidents
- Providing effective procedures in place to manage emergency incidents at the Bush/Beach Kinder site.

Scope

This policy applies to children, parents, staff, committee members, authorised persons, and students on placement working at Parkdale Preschool.

Background and legislation

There are a number of possible emergency situations that may arise at Bush/Beach Kinder.

These include, but are not limited to:

- Fire/Bushfire
- Chemical hazards

- Missing child
- Aggressive dogs off leads
- Other animal intruders
- Uninvited person/stranger (threatening, causing a nuisance or unease for staff and participants)
- Toxic leak
- Hostage/siege
- Natural events, such as extreme weather, floods, severe winds, thunderstorm or earthquake
- The involvement of firearms or other weapons
- Medical emergency (refer to Incident and medical emergency management policy).
- Accident

The aim of this policy is to provide the appropriate response to such an incident or emergency to ensure the safety and wellbeing of all Bush/Beach Kinder participants.

Relevant legislation includes but is not limited to:

- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- National Quality Standard
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

Definitions

Assembly point: A predetermined and mapped safe place for the Bush/Beach Kinder group to meet after an emergency evacuation. **(Refer to Attachment 1 for Bush/Beach Kinder assembly points)**

Emergency: A sudden, unforeseen crisis (usually involving danger) that requires immediate action.

Emergency evacuation: Emergency evacuation is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard.

Evacuation route: A predetermined and mapped safe route to move people away from a threat or danger. At Bush/Beach Kinder, the route taken will depend on the emergency/danger.

(Refer to Attachment 1 for Bush/Beach Kinder evacuation routes)

Hazard: The potential to harm a person's health or safety that can arise from the environment, equipment and substances, poor work design and inappropriate practices and procedures.

Sources and related policies

Kindergarten policies

- Excursion & Regular Outing Policy
- Occupational Health & Safety Policy

- Incident, Injury, Trauma & Illness Policy
- Clothing Policy
- Sun Protection Policy
- Water Safety Policy

Procedures

General

The Committee is responsible for:

- Following all requirements in Parkdale Preschool's main Emergency Evacuation Policy and the Incident, Injury, Trauma & Illness Policy
- Establishing, monitoring and reviewing the Bush/Beach Kinder Risk Register which identifies a number of potential hazards and risks and mechanisms for their treatment.
- Establishing, monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a series of safe evacuation routes and assembly points in response to a range of potential emergency situations **[Refer to Attachment 1 for Bush/Beach Kinder evacuation procedures, routes and assembly points]**
- Ensuring emergency evacuation procedures are included in teachers' documentation carried at Bush/Beach Kinder
- Ensuring a fully equipped first aid kit is included with the Bush/Beach Kinder equipment
- Ensuring all teachers and volunteers are aware of the location of first-aid kit at Bush/Beach Kinder.
- Providing a fully equipped portable first-aid kit
- Developing a regular training schedule for Bush/Beach Kinder staff that includes the operation of communication systems, evacuation procedures, including evacuation routes and safe places; and occupational health and safety and first aid
- Ensuring that all children, staff, parent, students, volunteers and visitors understand the requirements of this policy including conducting practice drills.
- Ensuring new Bush/Beach Kinder staff, students and volunteers have an understanding of the Bush/Beach Kinder policy and procedures in relation to emergency evacuation in their induction procedure
- Ensuring procedures are in place at Bush/Beach Kinder to identify which staff are in attendance at any one time, such as the sign-in sheet. This can then be used to ensure that all staff are accounted for in the event of an emergency.

Staff are responsible for:

- Ensuring the safety of the children, fellow staff members and volunteers in their care and protecting them from hazards at Bush/Beach Kinder
- Safely evacuating children and themselves in the event of an emergency situation

- Ensuring that all children, staff and volunteers are accounted for in the event of an evacuation
- Being aware of the Bush/Beach Kinder evacuation procedures set out in this policy, along with the evacuation routes and assembly points in the different emergency scenarios as set out in Attachment 1.
- Providing awareness and support to children before, during and after emergencies
- Providing input into the development of procedures to be followed in the event of an emergency situation, and contributing to the review of the procedures following an emergency incident
- Informing the committee and reporting notifiable incidents to the DET

Parents are responsible for:

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of both staff and committee
- Ensuring children are signed in and out as per the requirements of the kindergarten's Delivery and Collection of Children Policy (both the main policy and the /BeachKinder Policy)
- Supporting children's awareness and education in emergency situations
- Following the directions of staff during an emergency, incident or drill.

Evaluation

In order to assess whether the policy has achieved the values and purposes the Committee of Management will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Bush/Beach Kinder program. This can be facilitated through discussions
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

Attachments

Attachment 1: Bush/Beach Kinder Evacuation Routes, Assembly Points, Evacuation Routes and Bush/Beach Kinder Base






Attachment 2: Bush/Beach Kinder Transport Route

Attachment 1

Bush/Beach Kinder Evacuation Procedures, Assembly Points and Evacuation Routes






BUSH KINDER



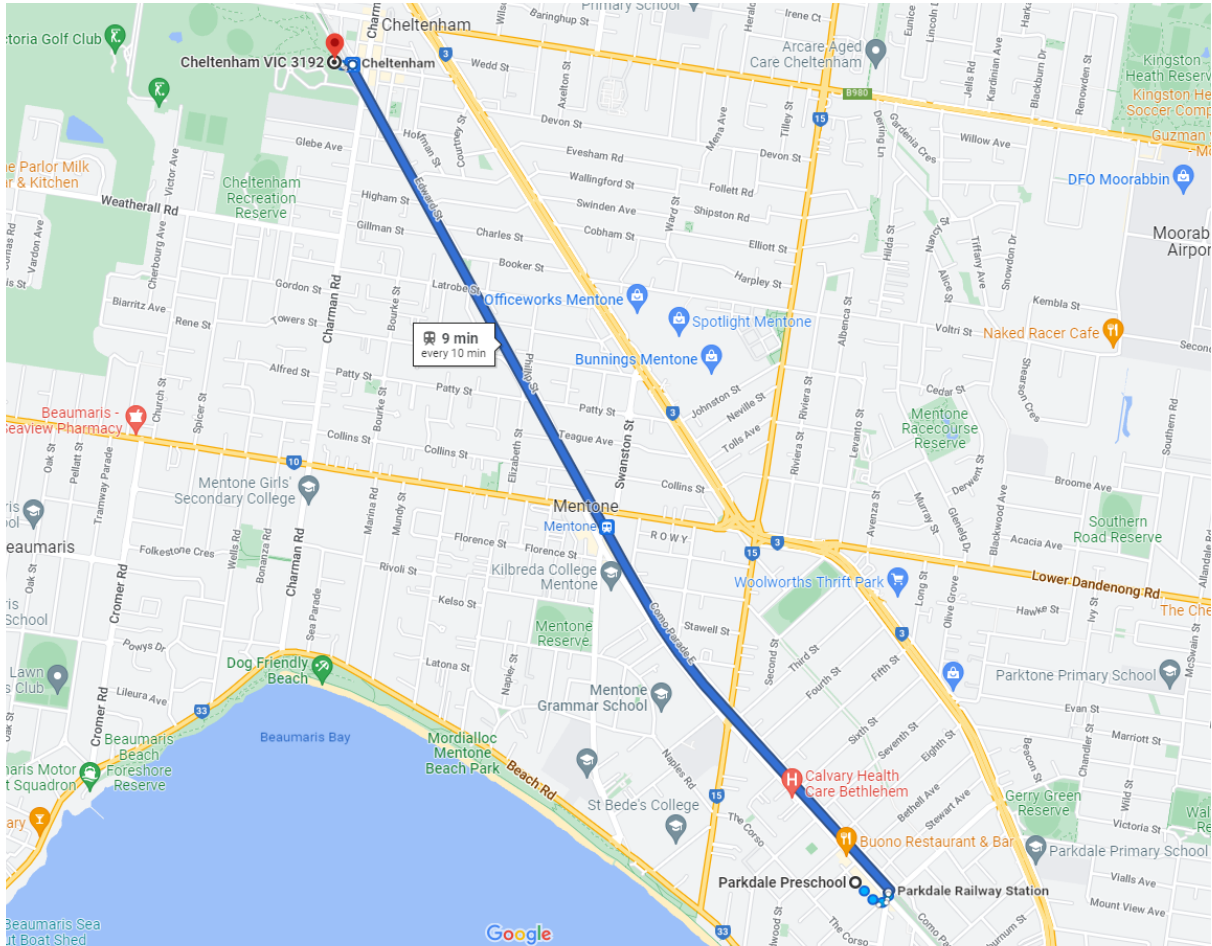
KEY	
Safe Relocation Site	
Assembly Point	
Evacuation Routes	
Emergency Pick-Up Area	
Bush Kinder Base	

BEACH KINDER

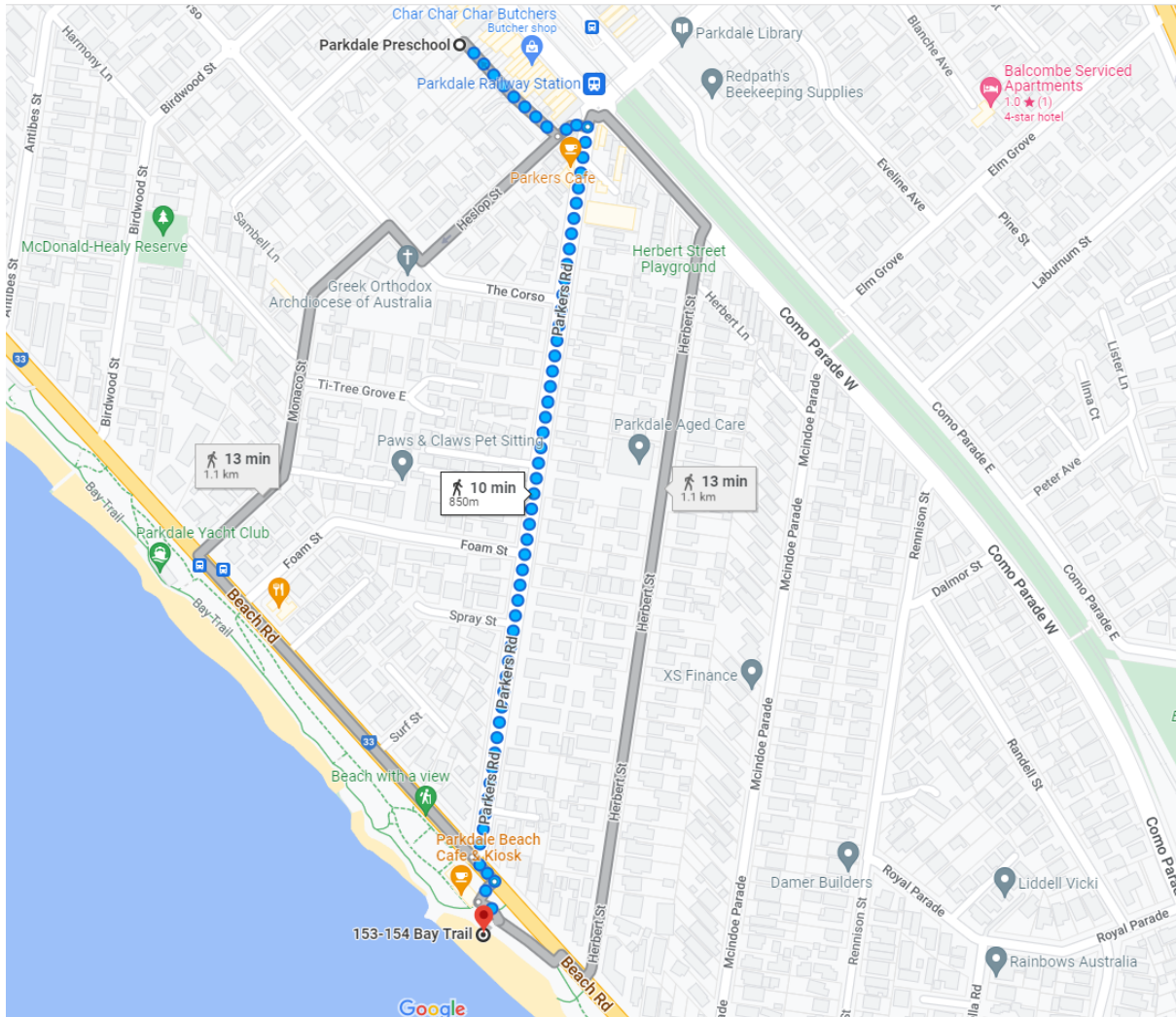


KEY	
Safe Relocation Site	
Assembly Point	
Evacuation Routes	
Emergency Pick-Up Area	
Beach Kinder Base	

Attachment 2: Bush/Beach Kinder Transport Route BUSH KINDER



BEACH KINDER



Authorisation

Endorsed by the Parkdale Preschool Committee of Management in March 2022.

Review Date: February 2023



Parkdale Preschool would like to acknowledge Westgarth Kindergarten for their support in reviewing this policy.