

Emergency Management Policy and Procedure

Council Early Years Services

Procedure Number:	D23-20805	Directorate:	Connected Communities
Approval by:	Manager Family & Children’s Services	Responsible Officer:	Coordinator - Kindergartens
Approval Date:	30/01/2023	Version Number:	2
Review Date:	3 years from approval date	Service Type:	



ACECQA Quality Area:	QA3	Physical Environment
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1. Purpose

Policy Statement

Knox City Council (KCC) is committed to ensuring that our Early Years Services are prepared to respond to any emergencies including natural disasters. The safety of children, families and staff within our services is paramount. The Department of Education and Training (DET) Emergency Management Guidelines will guide written documentation relating to emergencies in KCC Early Years Services. In addition, written documentation and practices will be considered in line with Work Safe Australia Emergency Plans Fact Sheet, Education and Care Services National Regulations, and the needs of individual children, families and services. All staff will also adhere to appropriate policies, standards and practises set by KCC for Council facilities, employees and community (e.g.: Municipal Emergency Management Plan).

Review of Emergency Management Plans (EMP) will be done annually or as deemed, appropriate based on changes to risk assessment and/or evaluation of current procedures and practices. At times changes to practices may occur due to changes to legislation or Council policies and procedures. Where staff or management are required to change their practice immediately, (before review of the Emergency Management Policy and Procedure), notice will be given to families and the relevant policy/procedure will be updated as soon as is practicable.

2. Scope

This procedure applies to all staff, families and contractors working within Knox Early Years Facilities.

When a KCC Early Years Service is listed on the DET Bushfire at Risk Register that service will close on Code Red days as per the nationally agreed Fire Danger Rating Scale (see Appendix One). There will, in most cases, be three days notice provided to these services of pre-emptive closure with confirmation by no later than 12 midday on the day before, this information will then be passed on to effected staff and families. KCC has developed resources for KCC early years services that are identified on the Bushfire at Risk Register.

3. Responsibility

Responsibilities for the procedure are:

Person	Responsible for
F&CS Leadership	<ul style="list-style-type: none"> Ensuring procedures and processes in relation to emergency management are kept up to date Ensure all staff working within Knox Early Years Facilities are aware of their responsibilities in relation to Emergency Management
F&CS Staff	<ul style="list-style-type: none"> Know and follow all procedures and processes in relation to Emergency Management Ensure documentation kept on site is current and Emergency Management Plans and related documents are displayed Provide guidance to families and contractors onsite in relation to Emergency Management
Families, contractors	<ul style="list-style-type: none"> Familiarize selves with Emergency Management processes Follow the instructions of a KCC staff member in the event of an emergency

4. Procedure

The following steps must be taken to complete this procedure:

4.1 Emergency Management Plans

- Emergency Management Plans are available at KCC Civic Centre and at individual Early Years Services;
- Each KCC Early Years Service will develop an Emergency Management Plan (EMP) which includes measures to be taken to decrease the likelihood of emergencies (risk minimisation) occurring and the associated impacts on people, the facility and the environment.
- The EMP written documentation about the emergency arrangements for the facility and people will consist of the preparedness, prevention and response activities and will include the agreed emergency roles, responsibilities, strategies, systems and arrangements.
- The EMP will include an evacuation diagram with information about the facility, including site floor plan, the surrounding area and other relevant emergency response information.
- The Emergency Management Plan will include a list of required resources, that are needed to cope with an emergency and these resources will be checked regularly (every 3 months that the service is operating) for appropriateness e.g.: are the phone numbers still current.
- The EMP will be available in hard copy in the facility’s emergency management kit (EMK) located near an exit. The Emergency procedures, evacuation diagrams and remote evacuation sites will be displayed at each illuminated exit.
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- EMK’s will be kept and maintained by staff. These kits will be checked every three months that the service is operating (recommended that they are checked when services practice an emergency response) and items and equipment will be updated as needed. In the event of evacuation, first aid kits and children’s specific medications shall be taken as per ‘Administration of First Aid Procedure’.
- Each KCC Early Years Service must conduct emergency management drills at least every 3 months that the service is operating, when changes are made to the policy/procedure and when changes are made to the building layout or operations of the service. In each situation, the planned response will be one of the following: lockdown, medical, evacuate, smoke/fire or bomb threat. The roles and response activities for

each of these situations will be listed in the EMP. Emergency Management Drills will be recorded on the 'Practicing and Implementing your EMP' checklist and saved accordingly.

4.2 Reporting an Emergency

KCC Family and Children's Service Leadership provide an emergency support to KCC Early Years Services who have commenced an emergency response. They provide back up support to the staff at the facility.

- Once staff have contacted emergency 000 as per EMP:

Kindergartens call the Coordinator Kindergartens on 0407 369 549,

Hubs call Coordinator Hubs on 0408 581 631.

MCH call Service Coordinator MCH on 0407 054 626

Playgroups call Team Leader Playgroups on 0434 474 114

- Ensure that you use the service emergency phone to make this phone call.
- If the call is not answered, immediately ring another member of the Family and Children's Services Leadership Team. (Contact numbers are listed in all Emergency Management Plans.)

4.3 Reporting after an Emergency

KCC Early Years Services will abide by the National Law (section 5(1) which requires the Regulatory Authority (DET) to be notified of any serious incident at an Approved Service.

- The death of a child while being educated and cared for by the service, or following an incident which being cared for by the service.
- Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner. (e.g. amputation, anaphylactic reaction requiring hospitalisation, broken bone/fractures, bronchiolitis, diarrhoea requiring hospitalisation, meningococcal infection, asthma requiring hospitalisation, burns, epileptic seizures, head injuries, measles, sexual assault witnessing violence or a frightening event); or for which the child attended, or ought reasonably to have attended a hospital.
- A child was missing from the service or was not able to be accounted for.
- A child was taken or removed from the service in a manner that contravenes the National Regulations.
- A child was mistakenly locked in or locked out of the service premises or any part of the premises.
- Any emergency for which emergency services attended. NOTE: it does not mean an incident where emergency services attended as a precaution.

A serious incident should be documented as an incident, injury, trauma and illness record as soon as possible and within 24 hours of the incident. (Please refer to Incident, Injury, Trauma and Illness Procedure)

If a child at the service appears to be missing or cannot be accounted for, or appears to have been taken or removed from the service premises in a way that breaches the National Regulations, it is considered a serious incident and the Regulatory Authority (DET) must be notified with 24 hours of the incident.

4.4 Supporting Children and Families after an Emergency, Evacuation or Traumatic Event

KCC Early Years Services will abide by the National Law (section 5(1) which requires the Regulatory Authority (DET) to be notified of any serious incident at an Approved Service.

- The death of a child while being educated and cared for by the service, or following an incident which being cared for by the service.
- Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner. (e.g. amputation, anaphylactic reaction requiring hospitalisation, broken bone/fractures, bronchiolitis, diarrhoea requiring hospitalisation, meningococcal infection, asthma requiring hospitalisation, burns, epileptic seizures, head injuries, measles, sexual assault witnessing violence or a frightening event); or for which the child attended, or ought reasonably to have attended a hospital.
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5. Related References

5.1 Community & Council Plan 2017-2021

- We have confidence in decision-making.

5.2 Relevant Legislation

- ACECQA 3 – Guide to the National Quality Standard Assessment and Rating Process 2018
- Education and Care Services National Regulations 2011
- Education and Care Services National Amendment Regulations 2017: Regulations 97 &168
- www.education.vic.gov.au (DET)
- www.dhs.vic.gov.au (DHHS)
- Knox City Council Emergency Management Procedures
- Work Safe Australia Emergency Plans Fact Sheet, Education and Care Services National Regulations
- https://www.safeworkaustralia.gov.au/system/files/documents/1702/emergency_plans_fact_sheet.pdf

5.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

5.4 Related Policies and Procedures

Staff working for Knox City Council Early Years Services are required to read and understand all Knox City Council (KCC) and Family and Children's Services (F&CS) policies and procedures.

We also strongly recommend all families enrolling in Knox City Council Services read all relevant Knox City Council (KCC) and Family and Children's Services (F&CS) policies and procedures.

5.4.1 Related Knox City Council Policies and Procedures

- Administration of First Aid Procedure
- Incident, Injury, Trauma and Illness Procedure

Staff: For all related KCC Staff policies and procedures, please refer to Documents menu on eRIK.

Families: For all related KCC policies and procedures, please refer to [Council's website](#).

5.4.2 Related Family and Children's Services Policies & Procedures

- *(insert or list "Nil")*

Staff: For all related F&CS policies and procedures, please refer to [Quality Document System Team Site \(eRIK\)](#).

Families: For all related F&CS policies and procedures, please refer to [Council's website](#).

5.5 Other Related References

- Nil

6. Definitions

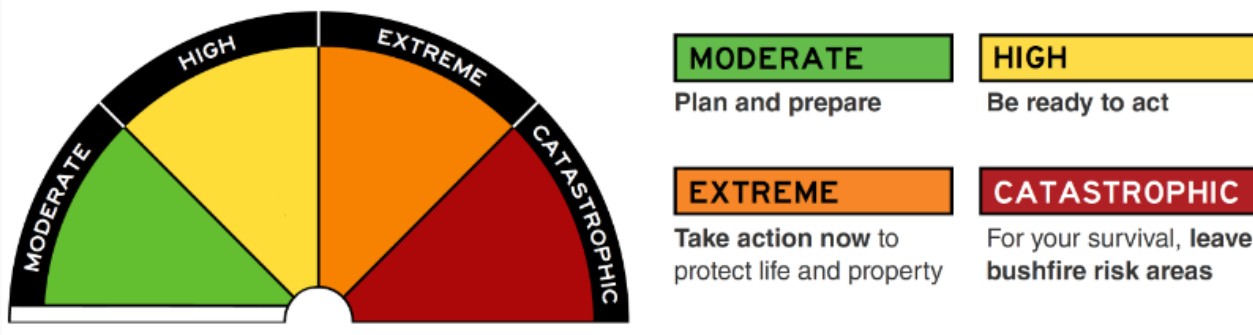
Approved Provider	Someone with management or control that will operate the education and care service, this can be an individual, an organisation or a company.
Educator	These are staff employed to care and educate children enrolled in the Early Years Service. This may include but is not limited to an Approved Provider, Responsible Person, Nominated Supervisor, Person in Day-to-Day Charge and Educational Leader.
Early Years Service	Refers to Long Day Care, Occasional Care, Maternal Child Health Service and Kindergartens unless otherwise specified.
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.
Emergency Prevention	Examples of emergency prevention could be implementation of suitable policies and procedures, regular maintenance and servicing of appliances, alarm systems, plant and equipment; training in the safe use of installed equipment; correct storage practices; good housekeeping measures such as the reduction or removal of excessive fuel loads.
EMP	Emergency Management Plan
EMK	Emergency Management Kit
Evacuation	The orderly movement of people from a place of danger.
Practice of Emergency and Evacuation Procedure	An emergency response exercise in which the exercise simulates an emergency that requires an evacuation. <ol style="list-style-type: none"> 1. Evacuation Response 2. Lockdown Response 3. Medical Emergency Response 4. Bomb Threat Response 5. Smoke Fire Response
Responsible Person	Must be present at all times at a centre-based service who is educating and caring for children. A responsible person can be one of the following (section 162): <ul style="list-style-type: none"> • The approved provider or a person with management or control • The nominated supervisor of the service • A person who has been placed in day-to-day charge of the service.
Parent	The term 'parent' indicates a child's legal guardian. It does not include a parent who is prohibited by a court order from having contact with the child.

Staff: For further glossary and definitions please see: [Family and Children's Services Quality System Glossary and Definitions](#) available via the [F&CS Quality Document System Team Site](#) on eRik.

7. Administrative Updates

From time to time, minor administrative changes are required to ensure accuracy of this document. This can include changes to document names, related references, Council, State or Federal government departments, positions or services, or minor amendments to legislation that does not have material impact. In the event of such changes, F&CS will review the impact and provide a new version where necessary.

Appendix One – Fire Danger Rating Scale



There are four levels of fire danger in the new system:

- **Moderate** - Plan and prepare
- **High** - Be ready to act
- **Extreme** - Take action now to protect your life and property
- **Catastrophic** - For your survival, leave bushfire risk areas

Fire Danger Ratings will be issued on days when there is a fire risk.

Each fire danger rating will have a clear set of messages including the actions the community can take to reduce their risk.

Ratings are forecast using Bureau of Meteorology data for up to four days in advance, based on weather and other environmental conditions such as vegetation.

The rating is your trigger to take action to stay safe.