

Emergency Management Policy and Procedure

Knox Early Years Services

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.

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.

Procedure

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.

- 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.

Reporting an Emergency

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

- Once staff have contacted **emergency 000** as per EMP, call the Family and Children's Services **Emergency Mobile Phone 0418 208 290**.
- A Family and Children's Services staff member will take the call, completing the Emergency Support Call Taker Checklist.

The Emergency Support Team is activated at this point to support the Early Years Service staff and the emergency response. Please see: *Notification of an Emergency at a Family and Children's Facility Flowchart Appendix Two*.

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.

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

Emergency situations can be traumatic for all children, families and staff.

DET and the Victorian Government provide resources for staff and families which may be of benefit after an emergency or traumatic event. These include:

- ‘Here For Each Other – helping families after an emergency’ by DET
<http://www.education.vic.gov.au/Documents/school/principals/community/eachother.pdf>
- ‘Child Development and Trauma Guide’ by the Victorian Government (DHHS)
<https://www.secasa.com.au/assets/Documents/child-development-and-trauma-guide-introduction.pdf>

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 Preschools 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.

Legislation and Standards

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

References and Sources

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

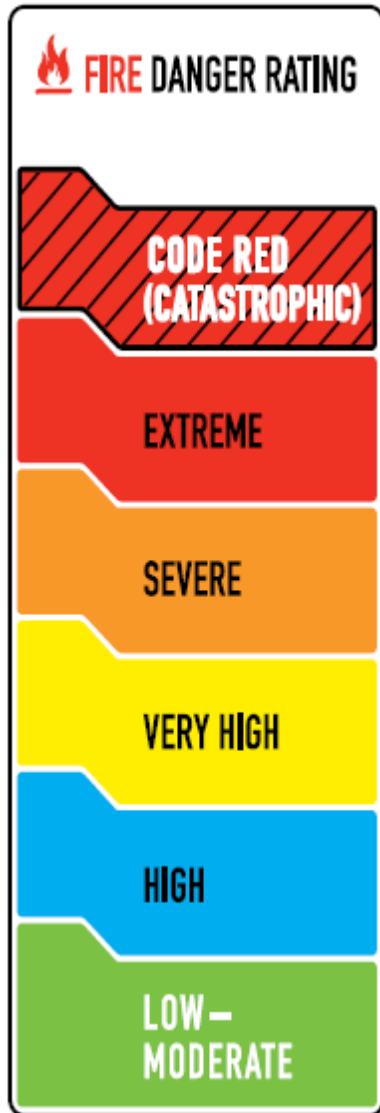
https://www.safeworkaustralia.gov.au/system/files/documents/1702/emergency_plans_fact_sheet.pdf

Related Procedures

Administration of First Aid Procedure

Incident, Injury, Trauma and Illness Procedure

Appendix One – Fire Danger Rating Scale



Impact Potential	
<ul style="list-style-type: none"> ■ People may die or be injured. Thousands of homes and businesses may be destroyed ■ Well prepared, well constructed and well defended homes may not be safe during the fire. ■ DO NOT EXPECT A FIRE TRUCK. 	
<ul style="list-style-type: none"> ■ People may die and be injured. Hundreds of homes and businesses may be destroyed ■ Only well prepared, well constructed and actively defended houses are likely to offer safety during a fire ■ DO NOT EXPECT A FIRE TRUCK. 	
<ul style="list-style-type: none"> ■ There is a chance people may die and be injured. Some homes and businesses may be destroyed ■ Well prepared and actively defended houses can offer safety during a fire ■ DO NOT EXPECT A FIRE TRUCK. 	
<ul style="list-style-type: none"> ■ There is a low chance people may die or be injured. Some homes and businesses may be damaged or destroyed ■ Well prepared and actively defended houses can offer safety during a fire. 	
<ul style="list-style-type: none"> ■ Loss of life is highly unlikely and damage to property will be limited ■ Well prepared and actively defended houses can offer safety during a fire. 	
<ul style="list-style-type: none"> ■ There is little to no risk to life and property. 	

Appendix Two – Notification of an Emergency at a Family and Children’s Facility

