

# BEACONSFIELD KINDERGARTEN INC.

## EMERGENCY AND EVACUATION POLICY

Mandatory – Quality Area 2

### PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Beaconsfield Kindergarten Inc.
- raising the awareness of everyone attending Beaconsfield Kindergarten about potential emergency situations and appropriate responses.

### POLICY STATEMENT

#### VALUES

Beaconsfield Kindergarten Inc. is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Beaconsfield Kindergarten
- having a plan to manage emergency situations in a way that reduces risk to those present on the premises
- ensuring effective procedures are in place to manage emergency incidents at the service
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service
- informing parents/guardians how communication will be provided in a case of emergency.

#### SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day to Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Beaconsfield Kindergarten Inc., including during offsite excursions and activities.

### RESPONSIBILITIES

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in charge day-to-day	Early childhood teachers, educators and all other staff	Parents/guardians	Contractors, volunteers and students
<b>R</b> indicates legislation requirement, and should not be deleted					
Ensuring the <i>Emergency and Evacuation Policy</i> and procedures are in place	<b>R</b>	√			

Taking reasonable steps to ensure that nominated supervisors, early childhood teachers, educators, staff and volunteers follow the policy and procedures and are aware of their responsibilities	R	√			
Completing the DET Emergency Management Plan ( <i>refer to Definitions</i> ) ( <i>refer to Attachments</i> ), and attaching a copy to this policy	R	√	√		
Ensuring the service's emergency management contact details are up to date on <a href="#">NQA ITS</a> online portal	R	√			
Identifying if the service is on the BARR ( <i>refer to Definitions</i> )	R	√			
Conducting a risk assessment ( <i>refer to Definitions</i> ) to identify potential emergencies that the service may encounter ( <i>Regulation 97(2)</i> ) ( <i>refer to Emergency Management Plan</i> )	R	√	√		
Conducting a risk assessment ( <i>refer to Definitions</i> ) of emergency evacuation routes and assembly points	R	√	√		
Developing instructions for what must be done in the event of an emergency ( <i>Regulation 97(1)(a)</i> ) ( <i>refer to Emergency Management Plan</i> )	R	√	√		
Appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency ( <i>refer to Emergency Management Plan</i> )	R				
Developing an emergency and evacuation floor plan ( <i>refer to Definitions</i> ) ( <i>Regulation 97(1)(b)</i> )	R	√			
Ensuring that a copy of the emergency and evacuation floor plan ( <i>refer to Definitions</i> ) and instructions are displayed in a prominent position near each exit at the service premises, and near each exit that forms part of the evacuation route out of the service ( <i>Regulation 97(4)</i> )	R	√	√		
Ensuring that the emergency and evacuation drills ( <i>refer to Definitions</i> ) are rehearsed and documented at least once every 3 months by everyone attending the service. If the service has more than one emergency and evacuation procedure (evacuation and lockdown) all procedures must be rehearsed over the course of the year. ( <i>Regulation 97(3)(a)</i> ) ( <i>refer to Attachments</i> )	R	√	√		
Ensuring that all staff, students, volunteers and visitors are aware of emergency evacuation points	R	√	√		
Ensuring up-to-date portable emergency contact lists are held in each room within the service and that evacuation procedures state who will carry this list during evacuation	R	√	√		
Developing procedures for collecting children's medication and managing children's medical conditions	R	√	√		
Providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.	√	√	√	√	√
Testing alarms and communication systems regularly, such as on a monthly basis	R	√			
Ensuring that those working at, or attending the service, have access to a phone for immediate communication with parents/guardians and emergency services ( <i>Regulation 98</i> ), and that phone numbers of emergency services are displayed	R	√			

Identifying potential onsite hazards and taking action to manage and minimise risks ( <i>refer to Emergency Management Plan</i> )	<b>R</b>	√	√		√
Ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting (Cardinia Council)	<b>R</b>	√			
Ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted	<b>R</b>	√			
Ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems (Cardinia Council)	<b>R</b>	√			
Providing a fully equipped portable first aid kit ( <i>refer to Administration of First Aid Policy</i> )	<b>R</b>	√			
Ensure that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation	<b>R</b>	√	√		√
Keeping lock-down ( <i>refer to Definitions</i> ) areas in a state of readiness so they are safe for children, staff and visitors to use	√	√	√		√
Attending regular training to ensure that they are able to deal with emergency situations e.g., first aid ( <i>Regulation 136</i> ), emergency management and OHS training	<b>R</b>	<b>R</b>	√		√
Regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)	<b>R</b>	√	√		√
Developing procedures to debrief staff following emergency incidents	√	√			
Providing support to children before, during and after emergencies		√	√		√
Conducting checks of documentation and practices to ensure all requirements of this policy are being complied with	<b>R</b>	√	√		√
Informing the nominated supervisor or persons in day-to-day charge or, in their absence, the approved provider or person with management and control, about any serious incidents or notifiable incidents ( <i>refer to Definitions</i> ) at the service			√		√
Notifying DET in writing within 24 hours of a serious incident ( <i>refer to Definitions</i> )	<b>R</b>	√			
Informing the Beaconsfield Kindergarten Committee of Management of any serious or notifiable incidents ( <i>refer to Definitions</i> ) that must be reported to DET or WorkSafe Victoria		√	√		
Completing the Incident, Injury, Trauma and Illness Record ( <i>refer to Definitions</i> ) where required	<b>R</b>	√	√		√
Notifying DET within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service ( <i>National Law: Section 174(2)(c); Regulations: 175(2)(b) &amp; (c), 176</i> )	<b>R</b>	√			
Reporting notifiable incidents ( <i>refer to Definitions</i> ) in the workplace to WorkSafe Victoria ( <i>refer to Definitions</i> )	<b>R</b>	√			
Engaging with Beaconsfield CFA ( <i>refer to Definitions</i> ) regarding fire safety awareness and training for the service, including	<b>R</b>	√	√		

demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans					
Identifying staff and children requiring additional assistance in the event of an emergency ( <i>refer to Emergency Management Plan</i> )	√	√	√		√
Ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date	R	R	√	√	
Ensuring that an attendance record ( <i>refer to Definitions</i> ) is completed and maintained to account for all children attending the service ( <i>Regulation 158</i> )	R	R	R	R	
Keeping a written record of all visitors to the service, including time of arrival and departure	R	R	√		
Ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency	R	R	√	√	√
Ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures	R	√			
Ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation	R	√			
Developing procedures to deal with loss of critical functions, such as power/water shut off	R	√			
Ensuring that children are adequately supervised at all times and protected from hazards and harm ( <i>refer to Supervision of Children Policy</i> )	R	R	R		
Raising children's awareness about potential emergency situations and appropriate responses.		√	√		√
Ensuring that the Vic Emergency app is always installed and accessible by a staff member at all times that children are in attendance at the service		√			

## PROCEDURES

See attached Emergency Management Plan for procedures specific to each service.

## BACKGROUND AND LEGISLATION

### Background

The *Education and Care Services National Regulations 2011* define an emergency in relation to an education and care service as any situation or event that poses an imminent or severe risk to the persons at the service premises e.g. flood, fire or a situation that requires the service premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response and recovery. Services are required to have policies and procedures in place detailing what needs to be done in an emergency, including an emergency and evacuation floor plan. These policies and procedures must be based on a risk assessment that identifies potential emergencies relevant to the service (Regulation 97).

Early childhood services have a duty of care to all attending the facility including the children, staff, volunteers, students, visitors, and contractors. It is also a requirement under the *Occupational Health and Safety Act 2004* that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

All services in Victoria are required to have an *Emergency Management Plan (EMP)* as part of their everyday operations and are required to regularly rehearse their emergency and evacuation procedures (Regulation 97). They must:

- rehearse the procedures every 3 months and document it
- involve everyone present at the service at the time of the rehearsal. This includes all staff members, volunteers, children, and the responsible person who is present at the time of the rehearsal.

A copy of the service's emergency and evacuation policy and procedures must be available for inspection at the service premises at all times or on request.

DET provides *Emergency Management Plan Guidelines* and an *Emergency Management Plan* template to assist services develop and review their EMP (refer to *Sources* below for the link). A copy should be attached to this policy.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
  - *Education and Care Services National Regulations 2011* including Regulations 97, 98, 168(2)(e)
  - *National Quality Standard*, including Quality Area 2: Children's Health and Safety
  - *Occupational Health and Safety Act 2004*
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### DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Attendance record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158).

**Bushfire at Risk Register (BARR):** Kindergartens and childcare facilities assessed to be at the highest risk of fire are placed on the department's BARR. Inclusion on this register is a trigger for the kindergarten or childcare facility to pre-emptively close on days determined Catastrophic in their Bureau of Meteorology district, as well as other pre-emptive and preparedness actions in line with their fire risk category.

**Country Fire Authority (CFA):** CFA respond to a variety of fire and emergency incidents. They are also involved in a range of other activities including:

- fire safety building inspections
- delivering community awareness, education and safety programs
- post-incident analysis and fire investigation
- fire prevention planning and land use planning at a municipal level.

**Duty of care:** A common law concept that refers to the responsibilities of a service to provide an adequate level of protection against harm and all reasonably foreseeable risks.

**Emergency:** Includes any situation or event that poses an imminent or severe risk to the persons at the education and care service premises e.g. flood, fire or a situation that requires the service premises to be locked down (National Regulations, page 21).

**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 Plan (EMP):** A written set of instructions for the service to prepare for and respond to emergencies. A guide to preparing an emergency plan and an *Emergency Management Plan* template are available on the DET website (refer to *Sources* below).

**Emergency services:** Includes ambulance, fire brigade, police and state emergency services - <https://info.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>

**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

**Fire Rescue Victoria (FRV):** provide a fire and rescue service and are the first to respond to specific medical emergencies. The FRV aims to reduce the incidence and impact of fire and other emergencies on the community. This is achieved through the delivery of educational strategies that assist the community to become more self-reliant, including:

- fire safety building inspections, and checking fire-fighting equipment
- delivering community awareness, education and safety programs.

**Hazard:** A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

**Incident, Injury, Trauma and Illness Record:** Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. The Approved Provider must ensure an *Injury, Trauma and Illness Record* is kept in accordance with Regulation 87 of the *Education and Care Services National Regulations 2011* and kept for the period of time specified in Regulation 183. A sample is available on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au) (search 'Sample forms and templates').

**Incident Management Team (IMT):** Is the group of incident management personnel comprising of the incident controller and other personnel appointed to be responsible for the functions of operations, planning, and logistics

**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

**Planned closure:** services identified as being at high fire risk and on the DET's Bushfire At-Risk Register or Category 4 list (at risk of grassfire) will close on days determined to have a fire danger rating of Catastrophic by the Emergency Management Commissioner. Where possible, four to seven days' notice of a planned closure will be provided. Services not on the Department's Bushfire At-Risk Register will remain open, unless directly threatened by fire or another emergency.

**Notifiable incident:** An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the *Guide to Incident Notification* on the WorkSafe Victoria website: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**Risk management:** A structured approach to managing uncertainty related to a threat; a sequence of activities including the identification, assessment and prioritisation of risks followed by coordinated and economical application of resources to minimise, monitor and control the probability and/or impact of those risks.

**Serious incident:** A serious incident (regulation 12) is defined as any of the following:

- the death of a child while being educated and cared for at the service or following an incident at the service
- any incident involving serious injury or trauma while the child is being educated and cared for, which
  - a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
  - the child attended or ought reasonably to have attended a hospital e.g. a broken limb\*
- any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis\*
 

\*NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma are required to be notified, not other health matters
- any emergency for which emergency services attended. NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution
- a child appears to be missing or cannot be accounted for at the service
- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child was mistakenly locked in or out of the service premises or any part of the premises.

Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.

**State of emergency:** A situation in which the government is granted special powers, by constitutional or legal provision, to deal with a perceived threat to law and order, or public safety.

**WorkSafe Victoria:** The manager of Victoria's workplace safety system. WorkSafe Victoria:

- strives to prevent workplace injuries, illness and fatalities
- provides benefits to injured workers and helps them to return to work
- enforces Victoria's occupational health and safety laws
- provides reasonably priced workplace injury insurance for employers
- provides an emergency response service 24 hours per day.

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## SOURCES AND RELATED POLICIES

### Sources

- Australian Standards: Planning for emergencies in facilities (AS 3745–2010) available from [https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637\\_SAIG\\_AS\\_AS\\_281639/](https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637_SAIG_AS_AS_281639/)
- Community Early Learning Australia – CELA's Simple Guide to bushfire advice for children's services: [cela.org.au/2020/12/04/bushfire-advice-2020](https://cela.org.au/2020/12/04/bushfire-advice-2020)
- Department of Education and Training, Bushfire At-Risk Register: <https://www.education.vic.gov.au/about/programs/health/pages/bushfirerisk.aspx>
- Department of Education and Training, *Emergency Management Requirements*: <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx>
- Fire Rescue Victoria: [www.frv.vic.gov.au](http://www.frv.vic.gov.au)
- Country Fire Authority: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- State Emergency Service: [www.ses.vic.gov.au](http://www.ses.vic.gov.au)

- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

### **Service policies**

- *Administration of First Aid Policy*
  - *Administration of Medication Policy*
  - *Child Safe Environment Policy*
  - *Delivery and Collection of Children Policy*
  - *Enrolment and Orientation Policy*
  - *Excursions and Service Events Policy*
  - *Incident, Injury, Trauma and Illness Policy*
  - *Occupational Health and Safety Policy*
  - *Staffing Policy*
  - *Supervision of Children Policy*
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### **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- review the policy to determine whether it adequately addresses a range of potential emergency situations
  - regularly seek feedback from everyone affected by the policy regarding its effectiveness particularly following an emergency
  - review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes
  - use information gained from checks on documentation and practices and the *Incident, Injury, Trauma and Illness Record* to inform proposed changes to this policy
  - revise the policy and procedures as part of the service's policy review cycle, or as required by legislation, research, policy and best practice
  - consult with emergency services such as the FRV and CFA to ensure the policy and procedures meet current best practices
  - notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures unless a lesser period is necessary due to risk (Regulation 172 (2)).
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### **ATTACHMENT**

- Attachment 1: Record of Emergency and Evacuation Procedures Rehearsals – Woods St
  - Attachment 2: Record of Emergency and Evacuation Procedures Rehearsals – O'Neil Rd
  - Attachment 3: Emergency Response Drill Observer's Record
  - Attachment 4: Emergency Backpack Guidelines
  - Attachment 5: Emergency Management Plan – Woods St
  - Attachment 6: Emergency Management Plan – O'Neil Rd
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### **AUTHORISATION**

This policy was adopted by the Approved Provider of Beaconsfield Kindergarten on 17<sup>th</sup> March 2014.



**REVIEW DATE:** 06/03/2023

**REVIEW FREQUENCY:** Yearly

**NEXT REVIEW DUE:** March 2024

# Beaconsfield Kindergarten

## Record of Emergency and Evacuation Procedures Rehearsal

### Woods St

#### Term One: 1) Incident Management Team Training

#### 2) Emergency Evacuation (on-site)

<u>Rehearsal</u>	<u>Date &amp; Time</u>	<u>Persons involved</u>	<u>Evacuation meeting point</u>	<u>Notes</u>
1) IMT				
2) Onsite <b>Wattle Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
2) Onsite <b>Banksia Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
2) Onsite <b>Echidna Group</b>  <input type="checkbox"/> ✓ EpiPen practise				

# Beaconsfield Kindergarten

## Record of Emergency and Evacuation Procedures Rehearsal

### Woods St

#### Term Two: Lockdown Drill

<u>Rehearsal</u>	<u>Date &amp; Time</u>	<u>Persons involved</u>	<u>Evacuation meeting point</u>	<u>Notes</u>
<b>Lockdown</b> <b>Wattle Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
<b>Lockdown</b> <b>Banksia Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
<b>Lockdown</b> <b>Echidna Group</b>  <input type="checkbox"/> ✓ EpiPen practise				

# Beaconsfield Kindergarten

## Record of Emergency and Evacuation Procedures Rehearsal

### Woods St

#### Term Three: Emergency Evacuation (off-site)

<u>Rehearsal</u>	<u>Date &amp; Time</u>	<u>Persons involved</u>	<u>Evacuation meeting point</u>	<u>Notes</u>
<b>Off-site</b> <b>Wattle Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
<b>Off-site</b> <b>Banksia Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
<b>Off-site</b> <b>Echidna Group</b>  <input type="checkbox"/> ✓ EpiPen practise				

# Beaconsfield Kindergarten

## Record of Emergency and Evacuation Procedures Rehearsal

### Woods St

#### Term Four: Shelter-in-place

<u>Rehearsal</u>	<u>Date &amp; Time</u>	<u>Persons involved</u>	<u>Evacuation meeting point</u>	<u>Notes</u>
<b>Lockout</b> <b>Wattle Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
<b>Lockout</b> <b>Banksia Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
<b>Lockout</b> <b>Echidna Group</b>  <input type="checkbox"/> ✓ EpiPen practise				

# Beaconsfield Kindergarten

## Record of Emergency and Evacuation Procedures Rehearsal

### O'Neil Rd

#### Term One: 1) Incident Management Team Training 2) Emergency Evacuation (on-site)

<u>Rehearsal</u>	<u>Date &amp; Time</u>	<u>Persons involved</u>	<u>Evacuation meeting point</u>	<u>Notes</u>
1) IMT				
2) On-site <b>Lilly Pilly Group</b> <input type="checkbox"/> ✓ EpiPen practise				
2) On-site <b>Waratah Group</b> <input type="checkbox"/> ✓ EpiPen practise				
2) On-site <b>Myrtle Group</b> <input type="checkbox"/> ✓ EpiPen practise				
2) On-site <b>Joey Group</b> <input type="checkbox"/> ✓ EpiPen practise				
2) On-site <b>Bilby Group</b> <input type="checkbox"/> ✓ EpiPen practise				
<b>Duress alarm</b>				

# Beaconsfield Kindergarten

## Record of Emergency and Evacuation Procedures Rehearsal

### O'Neil Rd

#### Term Two: Lockdown Drill

<u>Rehearsal</u>	<u>Date &amp; Time</u>	<u>Persons involved</u>	<u>Evacuation meeting point</u>	<u>Notes</u>
<b>Lockdown</b> <b>Lilly Pilly Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
<b>Lockdown</b> <b>Waratah Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
<b>Lockdown</b> <b>Myrtle Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
<b>Lockdown</b> <b>Joey Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
<b>Lockdown</b> <b>Bilby Group</b>  <input type="checkbox"/> ✓ EpiPen practise				
<b>Duress alarm</b>				

# Beaconsfield Kindergarten

## Record of Emergency and Evacuation Procedures Rehearsal

### O'Neil Rd

#### Term Three: Emergency Evacuation (off-site to carpark with BNC)

<u>Rehearsal</u>	<u>Date &amp; Time</u>	<u>Persons involved</u>	<u>Evacuation meeting point</u>	<u>Notes</u>
<b>Off-site with BNC</b> <b>Lilly Pilly Group</b> <input type="checkbox"/> ✓ EpiPen practise				
<b>Off-site with BNC</b> <b>Waratah Group</b> <input type="checkbox"/> ✓ EpiPen practise				
<b>Off-site with BNC</b> <b>Myrtle Group</b> <input type="checkbox"/> ✓ EpiPen practise				
<b>Off-site with BNC</b> <b>Joey Group</b> <input type="checkbox"/> ✓ EpiPen practise				
<b>Off-site with BNC</b> <b>Bilby Group</b> <input type="checkbox"/> ✓ EpiPen practise				
<b>Duress alarm</b>				



# Beaconsfield Kindergarten

## Record of Emergency and Evacuation Procedures Rehearsal

### O'Neil Rd

#### Term Four: Emergency Evacuation (off-site to O'Neil Rd Recreation Reserve)

<u>Rehearsal</u>	<u>Date &amp; Time</u>	<u>Persons involved</u>	<u>Evacuation meeting point</u>	<u>Notes</u>
<b>Off-site</b> <b>Lilly Pilly Group</b> <input type="checkbox"/> ✓ EpiPen practise				
<b>Off-site</b> <b>Waratah Group</b> <input type="checkbox"/> ✓ EpiPen practise				
<b>Off-site</b> <b>Myrtle Group</b> <input type="checkbox"/> ✓ EpiPen practise				
<b>Off-site</b> <b>Joey Group</b> <input type="checkbox"/> ✓ EpiPen practise				
<b>Off-site</b> <b>Bilby Group</b> <input type="checkbox"/> ✓ EpiPen practise				
<b>Duress alarm</b>				

## ATTACHMENT 3

### Emergency Response Drill Observer's Record

<b>Drill Address</b>	
<b>Drill Date</b>	
<b>Objective of Drill</b>	
<b>Observer Name</b>	

Depending on the type of drill conducted, it is recommended you advise emergency services and members of the community who may be affected ahead of the exercise.

	Yes ✓	No ✓	N/A ✓
Did the designated or replacement Chief Warden/Education Commander take charge?			
Was the (simulated) call to emergency services done promptly?			
Was the (simulated) call to the region done promptly?			
Was someone appointed to liaise with the emergency service/s?			
Was someone appointed to liaise with the parents/community?			
Were instructions given by the Chief Warden/Early Childhood Commander followed by children/students, staff, visitors and contractors?			
Were floor areas checked / isolated areas searched by Wardens?			
Was a roll call conducted for:			
Children			
Staff			
Visitors, contractors and volunteers			
People with additional needs			
Was the Emergency Kit readily available?			
Did the Emergency Kit contain all the items listed in the EMP template checklist?			
Did anyone re-enter/leave the premises before the "all clear" was given?			
Did anyone refuse to leave the building/site?			
Was the relevant procedure in our EMP followed?			
Was the EMP communication tree followed?			

<b>Evacuation Drill Sequence Checklist</b>	<b>Time</b>	
	<b>Hour</b>	<b>Minute</b>
Alarm sounded		
Warden/s respond		
Wardens check floor/area		
Evacuation commenced		
Wardens report floor/area clear		
All persons accounted for		
Arrive at assembly area/safe place		
Wardens check all present		
Evacuation completed		
Exercise terminated		

**Comments/issues for follow up by the EMP Planning Team:**

## **ATTACHMENT 4**

### **Emergency Backpack guidelines**

Suggested contents include, but not limited to:

- children's contact details
- parent contact information including authorisations
- staff emergency contact information
- list of children and staff with additional/medical needs, including medication required
- portable battery powered radio (batteries checked and charged)
- facility keys (including gates/padlock keys)
- standard portable First Aid Kit
- portable non-perishable snacks (use by date checked)
- torch (batteries checked and/or charged)
- whistle
- copy of facility site plan and EMP including evacuation routes
- bottled water (use by date checked)
- sunscreen and spare sunhats
- toiletry supplies
- plastic garbage bags
- traffic/emergency safety vest