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# Bendigo Regional YMCA Children’s Services – Emergency and Evacuation Policy

Mandatory – Quality Area 2

<b>Policy Number</b>	<b>CS 2.21</b>	<b>Version</b>	<b>1</b>
<b>Drafted by</b>	CSM	<b>Approved by CEO on</b>	04.04.2018
<b>Responsible Person</b>	CSM	<b>Scheduled Review date</b>	04.04.2019

## 1. OBJECTIVE

This policy outlines how Bendigo Regional YMCA will raise the awareness of everyone attending BRYMCA Children’s Services about how we will prepare for and respond to emergency situations.

## 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities.

## 3. POLICY

BRYMCA is committed to:

- providing a safe environment for all children, staff and persons participating in our children’s services programs.
- 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
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service.

## 4. RESPONSIBILITIES

**BRYMCA is responsible for:**

- completing the DET Emergency Management Plan(EMP) for each children’s service, lodging this with the relevant DET Regional Office and having a copy available at each service. The template is available at [www.education.vic.gov.au](http://www.education.vic.gov.au)
- conducting a risk assessment to identify potential emergencies that the service may encounter
- developing instructions for what must be done in the event of an emergency (refer EMP)
- appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (refer EMP)
- developing an emergency and evacuation floor plan (refer EMP)
- ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises
- ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at the service at that these rehearsals are documented. (refer EMP)

- ensuring that those working at, or attending the service, have access to a phone for immediate communication with parents/guardians and emergency services and that phone numbers of emergency services are displayed.
- identifying potential onsite hazards and taking action to manage and minimise risk (refer EMP)
- ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted
- ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code eg. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm systems
- providing a fully equipped portable first aid kit
- keeping lock down areas in a state of readiness so they are safe for children, staff and visitors to be used
- developing a regular trainings schedule for staff to ensure that they are able to deal with emergency situations e.g.first aid, emergency management and OHS training
- regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- developing procedures to debrief staff following emergency incidents
- notifying DET in writing within 24 hours of a serious incident
- 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 well being of a child attending the service
- reporting notifiable incidents in the workplace to WorkSafe Victoria
- engaging with the Country Fire Authority regarding fire safety awareness and training for the service, including 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 (refer EMP)
- ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- ensuring that an attendance record is maintained to account for all children attending the service
- keeping a written record of all visitors to the service, including time of arrival and departure
- ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency
- ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures
- ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation
- developing procedures to deal with loss of critical functions, such as power/water shut off.

**The ELC Director, OSHC Coordinator, Occasional Care Supervisor and OSHC Supervisors are responsible for:**

- ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers, contractors, staff and relief staff are briefed and aware of the procedures
- ensuring that children are adequately supervised at all times and protected from hazards and harm (
- ensuring that the *Emergency Management Plan* is followed in the event of an emergency
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used

- informing the YMCA of any serious or notifiable incidents that must be reported to DET or WorkSafe Victoria.

**All Educators are responsible for:**

- implementing the procedures and responsibilities in this policy and the service’s *Emergency Management Plan*
- supervising the children in their care and protecting them from hazards and harm
- providing support to children before, during and after emergencies
- checking that the attendance record is completed at the beginning and end of each session
- rehearsing emergency evacuation procedures with the children at least once every 3 months and ensuring that these are documented
- providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- completing the *Incident, Injury, Trauma and Illness Record*, as required
- informing their Supervisor, or their Supervisor’s Supervisor about any serious incidents or notifiable incidents at the service
- attending first aid, emergency management and OHS training, as required  
raising children’s awareness about potential emergency situations and appropriate responses

**5. 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*
- *National Quality Standard, Quality Area 2: Children’s Health and Safety*
- *Occupational Health and Safety Act 2004*

**6. DEFINITIONS**

The terms defined in this section relate specifically to this policy.

<b>Emergency</b>	Includes any situation or event that poses an imminent or severe risk to the persons at the education and care premises e.g. flood, fire or a situation that requires the service premises to be locked down
<b>Emergency Management Plan (EMP)</b>	A written set of instructions for the service to prepare for and respond to emergencies. A guide to preparing an EMP and the EMP template are available on DET website.
<b>Hazard</b>	A source or situation with a potential harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these
<b>Notifiable Incident</b>	An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Refer <i>YMCA Incident Management Policy</i>

## 7. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Educators, Bus Drivers, Supervisors, Directors and Coordinators	<ul style="list-style-type: none"><li>• Supervisors, Directors and Coordinators will oversee the implementation and service adherence to this policy</li><li>• All Educators and Bus Drivers are responsible for the daily implementation of the policy when directly supervising children.</li></ul>
Community Services Manager	<ul style="list-style-type: none"><li>• Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.</li><li>• Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Seek individual community feedback and facilitate an active consultation process with service users as appropriate.</li></ul>
CEO	<ul style="list-style-type: none"><li>• Policy Approval</li></ul>

## 8. MONITORING, EVALUATION AND REVIEW

BRYMCA management team is responsible for formally reviewing and updating this policy every twelve months, in consultation with representatives from key stakeholder groups and in accordance with current legislation, research, policy and best practice. Small changes and additions may be made outside of the formal review to ensure the policy remains relevant and current. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.