

EMERGENCY MANAGEMENT PLAN



Year: 2025

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SERVICE DETAILS

NAME OF EDUCATOR/SERVICE			
ADDRESS			
NEAREST CROSS STREET		PHONE NUMBER	

EMAIL ADDRESS			
APPROVED PROVIDER	Mohammad Ayad	DATE PLAN APPROVED	

OPERATING DETAILS

Days of operation	MON	TUE	WED	THUR	FRI	SAT	SUN
Hours of Operation							
Maximum number of children attending each day							
Maximum number of staff in attendance each day							

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Hours of Operation							
Maximum number of children attending each day							
Maximum number of staff in attendance each day							

DISTRIBUTION

A copy of this EMP has been distributed to all staff members and relevant organisations

NAME	POSITION/ORGANISATION NAME	EMAIL ADDRESS	DATE
Mohamad Ayad	BBFDCC Supervisor	info@brightbeginningsfdcc.com.au	

PURPOSE

This Emergency Management Plan (EMP) has been developed in consultation with children, families, educators, management, approved provider and relevant emergency services to provide guidelines of the management of an emergency or incident at the Educators home.

The EMP includes how our service will take steps to identify, prepare, prevent, respond, and recover in an emergency. It is expected all children, families, staff, employees, volunteers and visitors are involved in the planning and implementation of the EMP.

EMERGENCY SERVICES

POLICE	AMBULANCE	FIRE	000

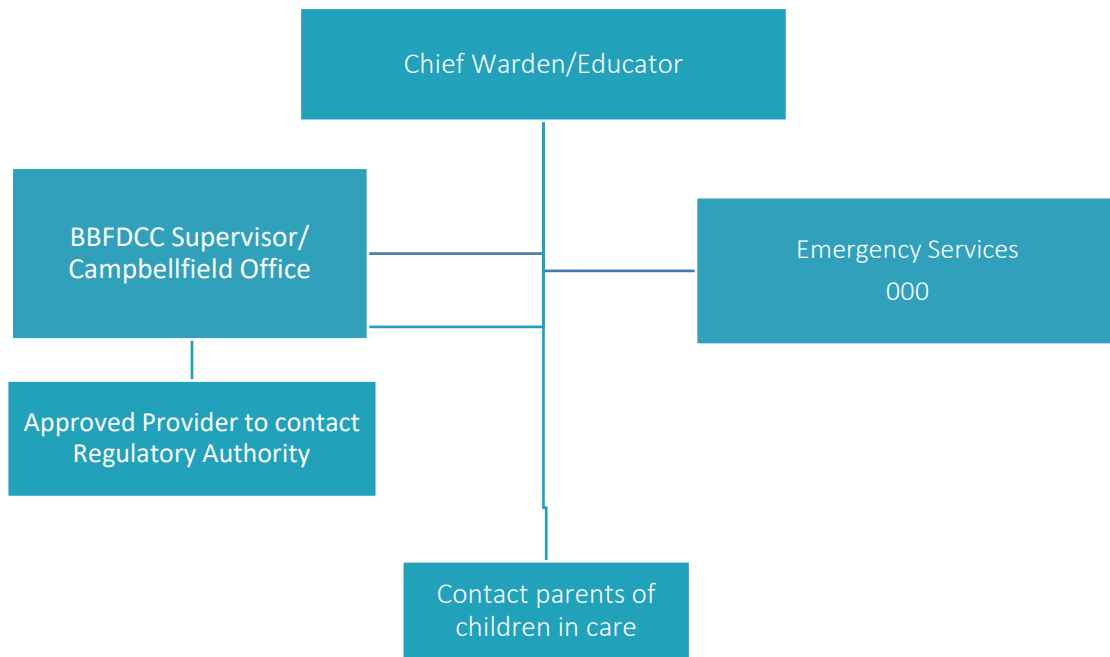
PHONE NUMBERS FOR LOCAL EMERGENCY CONTACTS	
Poisons Information (all states)	13 11 26
State Emergency Services (SES)	132 500

SERVICE/ SUPPORT	NAME OF SUPPLIER/ CONTACT	PHONE CONTACT
Police Station		
Fire Station		
Rural Fire Service (RFS)		
Electricity		
Water	Yarra Vally water	132762
Gas		
Local Council		
Pest/ Vermin Controller		

EMERGENCY MANAGEMENT TEAM			
<p>The <i>Emergency Management Team (EMT)</i> provides guidelines to formalise roles and responsibilities and ensure the service is prepared for any emergency. The EMT takes responsibility for the risk assessment, consultation and planning of the emergency plan, rehearsals and response procedures. Ideally, the team should contain at least two members.</p>			<p><i>EMT</i> roles and responsibilities attached to end of plan</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
ROLE	NAME	PHONE NUMBER	MOBILE
Approved Provider/Director	Mohamad Ayad	93021501	0425853732
Chief Warden/Early Childhood Commander (Educator)			
FIRST AID OFFICER (Educator)			

EMERGENCY MANAGEMENT COMMUNICATION PLAN	
The <i>Emergency Management Team</i> is responsible for the development and implementation of the emergency management plan. Communication procedures are as indicated.	
1	In the event of an emergency, educators/ educator assistant needs to notify BBFDCC Supervisor by contacting supervisor directly or contacting BBFDCC office.
2	The Educator/ Chief Warden will ascertain the nature and scope of the incident and activate the Emergency Management Plan
3	<p>The Educator/ Chief Warden will:</p> <ul style="list-style-type: none"> • Contact emergency services on 000 stating name and address of the education and care service and the nearest cross street • State reason for evacuation/lockdown, provide phone contact number and number of children and adults involved in the incident • Liaise with emergency services for further instructions
4	<p>The Educator /Chief Warden will:</p> <ul style="list-style-type: none"> • respond to requests from emergency services personnel • confirm when evacuation/lockdown is completed • provide information to other staff members to contact families when it is safe
5	<p>BBFDCC Supervisor will:</p> <ul style="list-style-type: none"> • notify the regulatory authority within 24 hours- https://www.acecqa.gov.au/resources/national-quality-agenda-it-system <u>NQA IT System</u> • consider asking emergency service/s to participate in a review of the incident response.

COMMUNICATION TREE



EMERGENCIES COVERED UNDER THIS EMERGENCY MANAGEMENT PLAN	
	Building Fire Bush Fire Flood Smoke/ fire smoke Snake bite Bomb Threat

REGULATORY AUTHORITY DETAILS	
Notifications of serious incidents, incidents and complaints must be reported to the regulatory authority as per Education and Care National Regulations. Reports can be submitted online via the National Quality Agenda IT System- https://www.acecqa.gov.au/resources/national-quality-agenda-it-system or Phone	
VIC	Website: www.education.vic.gov.au/childhood/providers/regulation Email: licensed.childrens.services@education.vic.gov.au Phone: 1300 307 415

CONSULTATION WITH RELEVANT AUTHORITIES			
The EMP should be discussed with relevant authorities to seek input into emergency procedures, policies, processes, and plans. (Appendix 4)			
Name of Organisation	Date of Consultation	Contact details	EMP provided to Organisation
E.g., Fire Department	June 2021	Phone number of local fire station	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Procedures include home evacuation, shelter-in place procedure and other specific emergency procedures.</i>	
Emergency Evacuation Procedure The <i>Emergency Evacuation Procedure</i> is to be followed in circumstances when advised by emergency service personnel or if the Responsible Person deems the premises unsafe. An emergency evacuation is practised and reviewed at least every 3 months and evacuations documented recording the date/time and who attended the evacuation as well as the name of the Responsible Person at the time of the emergency evacuation practice.	<i>Emergency Evacuation Procedure</i> <i>Emergency Evacuation Rehearsal Record</i>
Snake Bite Procedure (Appendix 3)	<i>Emergency Evacuation Procedure</i>
Bomb Threat Procedure The <i>Bomb Threat Procedure</i> will provide immediate direction to any person who may receive a bomb or similar threat or observe a suspicious article which may be associated with a bomb or similar threat involving the FDC Service.	<i>Bomb Threat Procedure</i> <i>Bomb Threat Checklist</i>
Bush Fire Procedure Smoke Inhalation (Appendix 7)	<i>Bush Fire Response Procedure</i> <i>Bush Fire Smoke inhalation</i>
Pandemic Incident The COVID-19 Risk Assessment and management plan will assist your FDC Service to mitigate the risk of spreading the virus through measures such as increased hygiene practices and social distancing. The plan will provide direction in the event of service closure/ communication/ business continuity/cleaning and re-opening.	<i>COVID-19 Risk Management Plan/</i> <i>COVID-19 Safe Plan</i>
Severe weather event Flood Extreme heat (Appendix 2)	<i>Cyclone Management</i> <i>Flood Management</i>
Additional potential emergencies Medical emergency Loss of essential services Missing child	<i>Service Policy and procedures attached</i>

EMERGENCY EQUIPMENT			
Emergency Equipment The service is required to ensure emergency equipment such as fire extinguishers and fire blankets are easily accessible and inspected on a regular basis.			
Type of equipment	Location	Inspection date	Evidence of Inspections attached to end of plan
Fire Blanket			<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Extinguisher			<input type="checkbox"/> Yes <input type="checkbox"/> No
Evacuation Bag			<input type="checkbox"/> Yes <input type="checkbox"/> No
First Aid Kits			<input type="checkbox"/> Yes <input type="checkbox"/> No

ALL STAFF TRAINED IN FIRST AID, EMERGENCY ANAPHYLAXIS MANAGEMENT, ASTHMA MANAGEMENT (National Regulation 136)
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PARENT/FAMILY EMERGENCY CONTACT LIST	
Services should ensure an updated Parent/Family Emergency Contact List is attached to the Emergency Management Plan.	Attached to end of plan <input type="checkbox"/> Yes <input type="checkbox"/> No

EMERGENCY AND EVACUATION FLOOR PLANS	
Area Map/ Designated evacuation assembly point- Appendix 5 An area map shows the location of our Service, and its on-site and off-site evacuation point/s that may be required for an emergency evacuation or lockdown response to emergency incidents [Record location of on-site and off-site designated evacuation assembly point here]	Management steps/plan attached or included in EMP? <input type="checkbox"/> Yes <input type="checkbox"/> No
Evacuation diagrams (Appendix 5)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Risk assessments (Appendix)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Response Procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No

MEDICAL AND DISABILITY CONSIDERATIONS				
Medical conditions List any medical conditions that need to be considered during an emergency or emergency evacuation.				
Name of Child or Adult	Details of Medical Condition	Medication required	Contact details	Medical Conditions Plan attached to end of plan
<i>E.g., <insert name></i>	Asthma – Uses inhaler regularly	Asthma Inhaler		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional needs or disabilities List any additional needs or disabilities that need to be considered during an emergency or emergency evacuation				
Name of Child or Adult	Details of Additional Needs or Disability	Assistance required during an emergency	Who will be responsible?	Relevant documentation attached
<i>E.g., <insert name></i>	Impaired Vision	Will require additional assistance during an evacuation	Number of staff required to assist	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

ATTACHMENT REVIEW		
Section	Document	Attached to end of plan or included?
Emergency management communication plan	Emergency Management Team Structure	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency response procedures	Emergency Evacuation Procedure Emergency Evacuation Rehearsal Record Emergency Evacuation incident Report (Appendix 1)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Emergency Lockdown Rehearsal Record	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Bush Fire Smoke Procedure Bush Fire Response Procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency and evacuation floor plans	Map of Evacuation Assembly Point attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Evacuation diagrams	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Risk Assessments (Appendix 6)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Equipment	Emergency equipment - Evidence of Inspections	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent/ Family emergency contact list	Contact List	<input type="checkbox"/> Yes <input type="checkbox"/> No
Medical and disability considerations	Medical Conditions Plan (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Additional needs or disabilities relevant documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No

The Emergency Management Plan has been developed in consultation with Bright Beginnings Family Day Care Centre management team			
PLAN PREPARED BY			
Full Name		Role/ Position	
Signature		Date	
PLAN PREPARED IN CONSULTATION WITH (refer to Appendix 4)			
Full Name		Role/ Position	
Signature		Date	
APPROVED PROVIDER AUTHORITY			
Full Name	Mohammad Ayad	Date	
Signature			

PLAN REVIEWED DATE		NEXT REVIEW DATE	
MODIFICATIONS			

EMERGENCY EVACUATION INCIDENT REPORT

FAMILY DAY CARE SERVICE DETAILS			
Name of FDC Educator			
Residential Address			
Date of Emergency Evacuation		Time taken to evacuate	
FDC Service Nominated Supervisor/Responsible Person on duty			

ENVIRONMENT CHECK		
AREAS TO BE CHECKED	CLEAR / COMMENTS	TIME CHECKED
Room 1, main Living room	<input type="checkbox"/>	
Room 2	<input type="checkbox"/>	
Room 3	<input type="checkbox"/>	
Room 4	<input type="checkbox"/>	
Room5	<input type="checkbox"/>	
Kitchen	<input type="checkbox"/>	
Children's Bathroom	<input type="checkbox"/>	
Outdoor area	<input type="checkbox"/>	
Name of person conducting room check		
Signature		

EVALUATION/ ACTION PLAN					
CONCERNS	ACTION REQUIRED	WHO IS RESPONSIBLE	DATE TO BE ACTIONED	ACTION COMPLETED	DATE COMPLETED

EVACUATION DETAILS

Alarm Activated [if relevant]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the residence evacuated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Explanation of events		
Type of Emergency		
Name of Emergency Services contacted		Type of Emergency: <input type="checkbox"/> Fire <input type="checkbox"/> Bush Fire <input type="checkbox"/> Lock Down <input type="checkbox"/> Bomb threat <input type="checkbox"/> Snake Bite <input type="checkbox"/> Flood <input type="checkbox"/> Other: _____
Number of infants evacuated 0-1 years		Number of adults evacuated
Number of children evacuated		Number of students/other visitors evacuated
Approved Provider was notified of evacuation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parents/guardians were notified of emergency evacuation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How were parents/guardians contacted and when?	<input type="checkbox"/> Phone	<input type="checkbox"/> Email
Notification of serious incident has been completed and uploaded to the https://www.acecqa.gov.au/resources/national-quality-agenda-it-system NQA ITS	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOTE: Attach evidence of documentation of how the emergency was communicated with families and a copy of the Incident, Injury, Trauma and Illness record submitted to ACECQA through the NQA ITS Portal. <i>For example: A list of all the children's names, time contacted family, name of person spoken to; copy of the email sent; copy of the text used to communicate with families showing the time and information given to families.</i>		
Emergency /Evacuation Incident		
[provide description of the emergency/evacuation incident, attach paper if needed]		

FDC Educator's full name		Date
Signature		

EMERGENCY AND EVACUATION POLICY

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for emergency and evacuation and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

Emergency and evacuation situations in early education and care services may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency situation arises educators are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Ensuring that educators and children know what to do in an emergency situation requires vigilant planning and practice. Regularly practicing the drills for emergency situations also provides an opportunity to help support and build on children's coping mechanisms and resilience.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS		
Sec 174(2)(a)	Serious incident - Any emergency for which emergency services attended	
Sec 174(2)(c)	Any incident that requires the approved provider to close, or reduce the number of children attending the service for a period	
Sec 174(2)(c)	Any circumstance at the service that poses a risk to the health, safety or wellbeing of a child attending the service	
4	Definitions "multi-storey building" and "storey"	

12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
136	First aid qualifications
168	Education and Care Services must have policies and procedures
170	Policies and procedures are to be followed
171	Policies and procedures to be kept available
175	Prescribed information to be notified to Regulatory Authority
176A	Prescribed information to be notified to approved provider by family day care educator

RELATED POLICIES

Acceptance and Refusal Authorisation Policy Administration of First Aid Policy Bush Fire Policy Child Safe Environment Policy Delivery of Children to, and collection from Education and Care Service Premises Enrolment Policy	Family Communication Policy Health and Safety Policy Incident, Illness, Injury and Trauma Policy Lockdown Policy Record Keeping and Retention Policy Sun Safety Policy Supervision Policy
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PURPOSE

Our Family Day Care (FDC) Service has a duty of care to maintain the safety and wellbeing of each child, the educator, and all persons residing or visiting the FDC residence during an emergency or evacuation situation. We are committed to identifying risks and potential hazards of emergency and evacuation situations by conducting thorough risk assessments on an annual basis and continually planning for further risk minimisation and improvement to our policy and procedures.

SCOPE

This policy applies to the approved provider, nominated supervisor, coordinator, educators, educator assistants, children, families, students, volunteers and visitors of the FDC Service.

IMPLEMENTATION

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to persons, or damage to the FDC Service's premises. Emergency situations may pose a risk to an individual's health and safety. It is important that FDC Services identify potential emergencies that may be specific to their location and environment. Severe heat or heatwaves, also pose an immediate risk to babies and young children and require risk mitigation strategies to be implemented. [See: *Sun Safety Policy*]

An emergency is any event, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of children at the service. (Guide to the NQF)

Circumstances under which an emergency evacuation will occur may include:

- Fire within the residence/building or surrounding garden/backyard
- Fire in the surrounding area where the residence or venue may be in danger
- Flood
- Cyclone, severe storm or dust storm or other natural weather event
- dangerous animal, insect or reptile
- Terrorist threat
- Other circumstances may include:
 - gas explosion, traffic accident, or any event which could render the building unsafe (eg: earthquake).

The approved provider, in conjunction with educators of the FDC Service, will conduct a comprehensive risk assessment in order to identify any risk/s or hazards associated with potential emergencies that may affect the safe evacuation of children from the FDC residence or approved venue.

The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance that may affect the safe evacuation of children. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our FDC Service. If a risk concerning the safe evacuation of a child is identified during the risk assessment, the approved provider must update the *Emergency and Evacuation Policy* and procedure as soon as possible. The risk assessment is to be stored safely and securely and kept for a period of 3 years.

THE AUSTRALIAN WARNING SYSTEM (AWS)

The Australian Warning System (AWS) is a nationally consistent, three-tiered approach designed to make warnings clearer and lead people to take action during emergencies like bushfire, flood, storm, extreme heat and severe weather. The warning system comprises of levels, action statements, hazard icons, colours and shapes.

<https://www.ses.nsw.gov.au/about-us/our-warnings/>

The three warning levels are:

Advice (Yellow): An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Monitor conditions.

Watch and Act (Orange): There is a heightened level of threat. Conditions are changing and you need to start taking action now. Prepare to leave/evacuate. Do not enter flood water.

Emergency Warning (Red) : An Emergency Warning is the highest level of warning. You need to take action immediately. Leave/evacuate (immediately by am/pm/hazard timing).

When there is an Emergency Warning, educators need to prepare for possible emergency evacuation and implement the procedures effectively to ensure the safety of all children, staff, families and visitors in the FDC Service.

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ COORDINATOR WILL ENSURE:

- obligations under the *Education and Care National Law and Regulations* are met and understood by all FDC educators

- the nominated supervisor, management, staff, educators and educator assistants comply with this policy
- emergency and evacuation policies and procedures are available for inspection at the FDC residence/venue at all times
- the approved provider and FDC educator conduct a risk assessment to identify potential emergencies that are relevant to the approved residence/venue annually
- the approved provider will review the risk assessment after becoming aware of any circumstance that may affect the safe evacuation of children from the FDC Service
- an Emergency Management Plan (EMP) is developed and updated
- all staff and FDC educators have a thorough understanding of the [Australian Warning System \(AWS\)](#)
- the [Bureau of Meteorology \(BOM\)](#) will be checked regularly to monitor emergency situations and warnings relevant to our Service location
- FDC educators are assisted to develop evacuation plans and procedures and to identify a safe area in the residence or venue in case of a situation that would require a 'lockdown emergency'
- relevant stakeholders/authorities are consulted for advice and guidance to improve risk mitigation strategies as part of our emergency and evacuation plan (police, fire, parents/families)
- consideration is made to evacuate infant/s and non-ambulant children evacuating the premises resulting in enhanced ratios
- additional consideration is made for FDC Services operating in multi-storey residence or buildings (assembly areas, stairwells, non-ambulant children, supervision) [Reg. 97(1)(b)]
- emergency evacuation plans are displayed in prominent positions near each exit and in rooms occupied by the children
- the plan includes a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes in case of an emergency
- the emergency and evacuation procedures include instructions for what must be done in the event of an emergency
- emergency evacuation rehearsals (drills) will be practiced and reviewed **every three months** by the FDC educator, educator assistant, students, volunteers, and children present on the day
- FDC educators, educator assistants, coordinators and volunteers are aware of emergency evacuation procedures and regulatory requirements
- FDC educator and educator assistants are aware of their responsibilities and roles in the event of an emergency situation- including evacuation and lock downs
- there is an induction process in place to inform educators, educator assistants, coordinators, students and volunteers of the emergency and evacuation policy and procedure
- each drill is documented, and records kept at both the FDC residence and principal office
- in the case of Bush Fire emergency, the FDC principal office maintains a current data base of all residences and their locations living in bushfire prone areas (see *Bush Fire Policy*)
- a risk assessment is conducted following any emergency evacuation to ensure the FDC residence is safe to continue to provide education and care to children

- an emergency telephone list (located next to the telephone) includes the numbers for:
 - Police
 - Local fire station
 - Rural Fire Service
 - State Emergency Services (SES)
- in the event of a telephone service not operating or no other means of communication with FDC educators, management may consider closure of the FDC Service (See *Closure of Service* below)
- ensure educators provide notification to the approved provider of any circumstances which may affect or pose a risk to the health, safety and wellbeing of children, including infectious diseases or natural disasters (bushfire, flooding) (reg 176A)
- ensure the regulatory authority is notified within 24 hours via the [National Quality Agenda IT System \(NQAITS\)](#) if the FDC residence/approved venue is required to close for a period of time as a result of a local emergency (Reg.175 (2)(b))
- ensure the Department of Education is notified within 24 hours if the FDC Service is temporarily closed via CCS Software or PEP
- submit a serious incident notification to the regulatory authority within 24 hours when there has been an emergency that has posed a risk to the safety and wellbeing of the children.

EDUCATORS WILL:

- ensure notification has been made to the approved provider of any circumstances which may affect or pose a risk to the health, safety and wellbeing of children, including infectious diseases or nature disasters (bush fire, flooding) (reg 176A)
- maintain an up-to-date register of emergency telephone numbers for all children and provide a copy to be kept at the principal office
- ensure a copy of the register of emergency telephone numbers is kept in an *Emergency Evacuation Bag* along with a portable first aid kit, copy of the emergency procedure
- ensure they are contactable whilst children are in attendance by emergency services (i.e.: have a mobile phone charged and accessible)
- display emergency telephone numbers prominently in the kitchen, office and each room that is occupied by children in the residence/or venue
- ensure medical management plans for children are able to be accessed easily
- rehearse, document and evaluate emergency evacuation procedures **every 3 months**. To ensure best practice we will conduct emergency evacuation drills **every 3 months** so that all children experience an evacuation on a regular basis
- ensure spontaneous rehearsals also take place during the year to assist in refining risk management procedures and evacuation procedures

- time the planned or spontaneous emergency evacuation drill and document in the *Emergency Evacuation Rehearsal Record*
- after reflection, notes on any areas that need improving or revising are to be documented in the *Emergency Evacuation Rehearsal Record*. Educators will discuss with the approved provider/nominated supervisor and implement strategies to make continuous improvement to procedures which will be documented in the Service's Quality Improvement Plan (QIP).
- consider how to safely evacuate infant/s and children with any disabilities (include in your procedure)
- keep children calm during evacuation drills
- ensure all exits have exit signs displayed clearly
- ensure there are no obstructions in hallways, stairways prevent access to exits
- ensure the sign-in book is completed daily to be used as an attendance roll
- keep a written record of all visitors to the FDC residence
- ensure all children, family members and any visitors are accounted for during the day
- communicate with families when evacuation drills have taken place to discuss with children
- ensure assembly area is clearly identified and checked regularly (update plan if an alternative location may be required- depending on the reason for evacuation)
- ensure all fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout the residence are inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851-2012: *Maintenance of Fire Protection Systems and Equipment*.
- ensure extinguishers are emptied, pressure tested, and refilled every five years
- ensure all tests performed on emergency equipment and the date on which it was tested is recorded on a label or metal tag attached to the unit. Certificates to verify testing will be filed and provided to the principal office of the FDC service
- ensure smoke detectors are regularly tested and batteries replaced annually
- ensure educator assistants and visitors to the FDC Service are familiar with the *Emergency Evacuation Policy* and procedure

Once an emergency situation is over, the educator will collaborate with the approved provider to conduct a thorough evaluation of the emergency procedure, actions and communication implemented to determine if any changes need to be made.

EMERGENCY AND EVACUATION PROCEDURE GUIDELINES

In the event of an emergency, the FDC educator will make the decision to evacuate. The FDC educator may be notified of the need to evacuate by: Emergency Services if an emergency situation is announced (bush fire, flood, damaging winds/storm).

As per regulation 97, the emergency and evacuation procedures must set out-

- a) instructions for what must be done in the event of an emergency; and
- b) an emergency and evacuation floor plan; and
- c) if the education and care service premises is located within a multi-storey building shared with other occupants and on a storey with no direct egress to an assembly area—

- I. all possible evacuation routes from each storey on which the premises is located; and
- II. the evacuation routes that are proposed to be used in an evacuation; and
- III. how all children will be safely evacuated from the premises, including non-ambulatory children; and
- IV. the stages in which an evacuation will be carried out; and
- V. the identity of the person in charge of an evacuation; and
- VI. the roles and responsibilities of staff members during an evacuation; and
- VII. the arrangements made with the other occupants of the multi-storey building in relation to the evacuation of the multi-storey building.

THE EDUCATOR WILL:

- calmly inform children and visitors and other residents of the FDC residence to evacuate
- move all children to evacuation assembly location taking emergency evacuation bag (ensure sign in book/record, gather medication, visitor sign in sheets)
- request assistance to move infants or children with disabilities from other adults in the home/ educator assistant or emergency services if unable to complete the evacuation on their own
- check that all children and adults registered in attendance book are accounted for
- once children are safely evacuated, administer first aid if required
- call 000 and provide their name, address and nearest cross street, reason for emergency, mobile phone contact number, number of children evacuating
- notify the approved provider/coordinator of the evacuation (only if children's safety is not compromised)
- if the identified evacuation assembly area is not accessible, identify an alternative area where children and other adults will be safe. Communicate with emergency services to confirm your assembly area
- remain calm and reassure children
- once emergency services arrive, request assistance with supervision and contact parents/emergency contacts
- notify FDC approved provider/coordinator of the evacuation
- once area is confirmed to be safe by emergency services, return to the residence with children and visitors
- ensure attendance is checked against register
- In the event of a fire within the FDC residence/approved venue resulting in damaged phone lines, the educator may evacuate the children and seek assistance from neighbouring residents and / or use the mobile phone as per the Emergency Evacuation Plan
- Following the emergency evacuation, or an incident that poses a risk to the health and safety of children attending the service, the educator will complete an *Emergency Evacuation Incident Report* and an *Incident, Injury, Trauma and Illness Record*.

FAMILIES WILL:

- ensure contact details are kept up to date
- provide emergency contact details on their child's enrolment form and advise the FDC educator and principal office of any change of name or phone number
- ensure the attendance record for their child is completed each day
- ensure they are aware of the service's *Emergency and Evacuation Policy* and procedures
- follow the directions of the FDC educator or coordinator in the event of an emergency or evacuation

CLOSURE OF THE SERVICE:

There may be times where the normal operation of the FDC Service is disrupted, and a FDC residence or approved venue is required to close temporarily during a planned or unplanned emergency occurrence.

Situations that affect the normal operation include a local emergency which poses a risk to the health and safety of children attending the service, or where the service is inaccessible or is unsafe for children or staff or the emergency services/authority have directed the service to close.

Situations where the FDC Service may consider closure of a FDC residences/approved venues may include:

- A period of local emergency, or emergency event
- Flooding
- Health emergency (i.e., pandemic)
- Bushfire
- Cyclone
- Unexpected absence of staff where ratios are unable to be met
- Severe outbreak of illness or disease
- Lack of access to operating phone/communication means
- Damage or vandalism to the service
- Chemical hazard
- Earthquake
- The approved provider or nominated supervisor will consult with emergency services/ local authorities regarding the closure of the service
- Our FDC Service will ensure families are informed of emergency closures as soon as practicable to ensure immediate collection of children
- In the event of a planned closure, management will advise families as reasonably practicable through SMS/social media/phone calls/email to provide details of the planned closure including the period of closure
- Our FDC Service will notify the regulatory authority of the service closure within 24 hours of an incident
- Our FDC Service will notify the Department of Education through CCS Software or PEP of the service closure within 24 hours.

DEALING WITH TRAUMA

Emergencies and natural disasters are extremely stressful, and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many different ways. Children look to adults for reassurance, care and opportunities to share their feelings. It is important for FDC educators to understand the impact of disasters and seek help when needed.

The approved provider/nominated supervisor will support educators to provide information to parents and families following any emergency or natural disaster including:

- will the service be open in the days and weeks ahead?
- how to find alternative care and education
- how to contact services for support with dealing with trauma

Several organisations offer support for educators in these situations:

[Emerging Minds](#)

BeYou- [Trauma informed practice](#)

PREPARING FOR AN EMERGENCY

Australian Government Department of Education - [Help in an emergency](#)

[Australian Government Bureau of Meteorology](#)

VICTORIA (VIC)
<ul style="list-style-type: none">• Country Fire Authority Victoria: www.cfa.vic.gov.au• Victoria Police: www.police.vic.gov.au• Victoria State Emergency Service: www.ses.vic.gov.au

CONTINUOUS IMPROVEMENT/REFLECTION

The *Emergency and Evacuation Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP RESOURCES

Emergency Bag Audit Emergency Evacuation Incident Report Emergency Evacuation Procedure Emergency Evacuation Rehearsal Record Emergency Management Plan (EMP)	Emergency Support Services Template EMP evacuation diagrams-images Extreme Weather Procedure Multi-Storey Building Emergency and Evacuation Procedure Multi-Storey Building Risk Assessment
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NSW Department of Education. (2023). [Emergency Planning, Management, Response and Recovery](#)

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Work Health and Safety Act 2011.

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	[NAME]	[POSITION]	JANUARY 2026
POLICY REVIEWED	AMY AYACHE	EDUCATIONAL LEADER	JANUARY 2025
VERSION NUMBER	V09.01.25		
MODIFICATIONS	<ul style="list-style-type: none">• annual policy maintenance• minor editing• hyperlinks checked		
POLICY REVIEWED	JANUARY 2024/ SEPTEMBER 2023	NEXT REVIEW DATE	JANUARY 2025
VERSION NUMBER	V13.01.24		
MODIFICATIONS	JANUARY <ul style="list-style-type: none">• annual review of policy• additional information added re: closure of a service due to an emergency or evacuation situation SEPTEMBER <ul style="list-style-type: none">• review of policy to include additional considerations for multi-storey buildings (NQF review)• new resources from CCD added• sources updated		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
JANUARY 2023	<ul style="list-style-type: none">• annual policy maintenance• additional information Australian Warning System (AWS)• broken links repaired where required• continuous improvement/reflection section added• link to Western Australian Education and Care Services National Regulations added in ‘Sources’• update of DESE to Department of Education		JANUARY 2024

NOVEMBER 2021/JANUARY 2022	<ul style="list-style-type: none"> • Policy reviewed and included suggested guidelines from ACECQA <i>Emergency and Evacuation Policy Guidelines</i> (June 2021) • Additional legislative requirements added • Additional related policies • Additional section added- <i>Families will</i> • Reviewed as part of annual review cycle 	JANUARY 2023
JANUARY 2021	<ul style="list-style-type: none"> • minor editing • additional regulations and related policies added • definition of emergency section moved to beginning of policy 	JANUARY 2022
SEPTEMBER 2020	<ul style="list-style-type: none"> • additional sections added to assist FDC educators in planning, rehearsing and conducting an emergency evacuation -Procedures for Evacuation and Lock Down -Dealing with Trauma -resources to assist with trauma added 	JANUARY 2021
JANUARY 2020	<ul style="list-style-type: none"> • Additional information added to introduction • Purpose modified • Additional information added to content • Sources checked for currency- small edits highlighted 	JANUARY 2021
JANUARY 2019	<ul style="list-style-type: none"> • Places to insert emergency phone numbers deleted & point added to ensure these numbers are on the emergency phone list by the phone • Rearranged the order of some points for better flow. • Points added (highlighted). • Sources/references corrected, updated, and alphabetised. • Sources/references alphabetised. • Minor formatting (line spacing & paragraph spacing) for consistency throughout policy. 	JANUARY 2020
JANUARY 2018	<ul style="list-style-type: none"> • Minor adjustment in Education and Care Services National Regulations section • Added related policy section • Adjustment on page two in respect of revised NQS 	JANUARY 2019
OCTOBER 2017	<ul style="list-style-type: none"> • Updated the references to comply with revised National Quality Standard 	JANUARY 2018
JANUARY 2017	<ul style="list-style-type: none"> • updated and included Emergency Evacuation requirements outlined in the National Regulations 	JANUARY 2018
AUGUST 2017	<ul style="list-style-type: none"> • Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes. 	

BUSH FIRE POLICY- VICTORIA

Bushfires are an inherent part of Australia's environment. Bushfires can significantly impact on lives, property and the environment. The basic factors that determine whether a bushfire will occur include the presence of fuel, oxygen, and an ignition source. The intensity and speed the bushfire will spread depends on the current temperature, fuel load (fallen bark, leaf litter, small branches), fuel moisture (dry fuel will burn quickly, damp or wet fuel may not burn at all), wind speed, and slope angle.

Emergency management arrangements for fire safety differ within each state and territory and are determined by the State Emergency Services or combined emergency service agencies. This policy reflects information related to Education and Care Services located in Victoria.

The National Law requires early childhood education services to ensure that every reasonable precaution is taken to protect children from any harm or hazard likely to cause injury, including bush fires. Regulations 97 and 168 (2) of the Education and Care Services National Regulations require that every early childhood education and care service in Australia has an emergency and evacuation policy and procedure which includes:

- a risk assessment to identify the potential emergencies that are relevant to the service
- instructions for what must be done in the event of an emergency and evacuation procedures
- an emergency and evacuation floor plan and
- the rehearsal of emergency and evacuation procedures every 3 months.

This policy outlines the strategies and procedures the Service will adhere to in the event of a bush fire, including information about Service closure during an emergency evacuation and forms part of our Service's **Emergency Management Plan (EMP)**. The EMP records the emergency management arrangements to ensure every reasonable precaution to protect children, staff and visitors from harm and hazard is maintained at all times.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2	Safety	Each child is protected.
2.2.2	Incident and emergency	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12	Meaning of serious incident
51	Conditions on service approval (safety, health and wellbeing of children)
89	First Aid Kits
93	Administration of medication
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168(2)(e)	Policies and procedures are required in relation to: Emergency and evacuation
168	Education and care services must have policies and procedures
170	Policies and procedures are to be followed

RELATED POLICIES

Administration of First Aid Policy Emergency and Evacuation Policy Family Communication Policy Health and Safety Policy	Incident, Injury, Trauma and Illness Policy Supervision Policy Work, Health and Safety Policy
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PURPOSE

We aim to ensure every reasonable precaution is taken to protect children and staff from harm and hazards likely to cause injury, including potential injury from bushfires. The potential for extreme fire conditions varies greatly throughout Australia, both in frequency and severity. Each state and territory have varying mandatory regulations for implementing policies and procedures for being safe in areas where bushfires occur. Our Service will adhere to the regulations outlined by the Department of Education (Victoria) and be familiar with relevant legislation and other special requirements such as building regulations, traffic restrictions or emergency announcements that may apply to the area our service is located.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

It is vital for the Service to be informed and prepared for bush fire conditions and respond appropriately during periods of high fire danger or local bush fire activity. This policy, and related procedure, is to be implemented should a bush fire threaten our Service. During peak bush fire season, the nominated supervisor will monitor fire

ratings through relevant authorities on a daily or hourly basis and communicate with all stakeholders as required. We are aware of the Australian-Fire Danger Rating System (AFDRS) and have appropriate fire safety equipment installed and maintained at all times. Our *Emergency Management Plan* (EMP) ensures all staff are trained to use fire safety equipment and through regular training, understand evacuation procedures in case of an emergency.

DEFINITIONS

The Australian climate is frequently hot, dry, and susceptible to drought. The widely varied fire seasons are reflected in the continent's different weather patterns. For most of southern Australia, the danger period is summer and autumn.

A 'Bush fire prone area' is an area of land that can support a bushfire or is likely to be subject to bushfire attack. Bush fire prone maps are prepared by local councils and governments within each state and territory. Baseline data for bushfire prone areas is referred to as Bushfire Attack Level (BAL).

[Bushfire at-risk register \(BARR\)](#): a register listing schools, kindergartens and childcare facilities within Victoria. This register is managed through the Department's emergency and natural disasters area.

Australian Fire Danger Rating (AFDRS): provides an indication of the possible consequences of a fire. This rating is standardised across all Australian states and territories from September 2022. The higher the fire danger rating, the more dangerous the conditions. The AFDRS uses four tiers of fire danger from *Moderate* to *Catastrophic*. The AFDRS are maintained and updated by emergency services in each state or territory.

Emergency Management Plan (EMP): identifies the nature and range of possible emergencies and hazards to which children and staff may be exposed and the response and procedure in the event of an emergency. Effective planning and preparation of the EMP within the workplace ensures optimal response to emergencies should they occur. A risk assessment to identify potential emergencies that impact the service form the basis of the EMP.

THE APPROVED PROVIDER/ MANAGEMENT/ NOMINATED SUPERVISOR WILL:

- ensure the *Emergency Management Plan* (EMP) is updated regularly inclusive of Emergency and Evacuation policies and procedures (see Appendix 2 for further information about inclusions)
- consult with relevant authorities for guidance and advice on the management of bushfire risk and emergencies
- ensure a communication device is kept in a permanent location and is always available in an emergency.
Example: designated fully charged mobile phone
- conduct a risk assessment to identify a potential bush fire risk to the Service
- ensure the risk assessment considers-
 - prevention measures the Service will take prior and during the bush fire period
 - procedures to be taken when there is a bush fire in the local district including onsite (shelter-in-place) and offsite evacuation procedures
 - response measures the Service will take if confronted with a bush fire hazard or emergency

- identified evacuation assembly areas and evacuation routes (it is recommended that the plan contains two external (off-site) evacuation assembly areas if practical to do so)
 - emergency communication arrangements in case of power outages- designated landline, designated mobile phone
 - emergency evacuation bag
 - what assistance will be required to evacuate children at the service (including non-ambulant children and infants, consideration for multi-story buildings)
 - whether the identified evacuation place is safe for children- (consider shade, location)
 - when evacuating children, if the weather is hot, do the children need footwear?
 - what to do with sleeping children, babies or children with additional needs during the evacuation?
 - what mechanisms are in place to ensure the transfer of real-time information, such as weather forecasts, bush fire activity, site closures and emergency operations
 - how parents will know where to locate their child if evacuated
 - procedures to ensure children are only released to persons authorised to collect them
 - mechanisms to ensure visitors and contractors are aware of the service's emergency response procedures
 - location of flammable substances/materials (gas storage bottles and fixed tanks)- ensure these are secured and controlled
- determine if the Service is listed on the Bushfire-At-Risk-Register or on the at risk of grassfire register (category 4) <https://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx>
 - ensure a current emergency and evacuation floor plan of the service and instructions for what to do in an emergency are clearly displayed in a prominent position near each exit of the service
 - ensure exit signs are displayed over emergency exits, emergency exits are free from debris and obstructions and are easy to open
 - ensure emergency drills, including a bush fire drill and shelter-in-place on site are practiced with educators and children every 3 months [see *Bush Fire Response Procedure*]
 - ensure a record is kept of each emergency evacuation drill practiced
 - ensure the Service and educators are prepared for bush fire conditions and prepared to respond quickly and appropriately during high fire danger periods
 - ensure all fire safety equipment is installed and maintained regularly- (fire extinguishers, fire panels, smoke detectors, long hoses with nozzles, buckets etc. See: Appendix 1: Fire and Safety Equipment)
 - ensure all fire safety equipment is easily accessible, has clear signage and operating instructions displayed and are clear of vegetation or debris
 - ensure all outdoor taps are in working order
 - communicate with staff, educators, and families about bush fire preparation information and provisions

- discuss *Bush Fire Response Procedure* at team meetings and make any amendments as required
- ensure local emergency services have current contact details, including mobile number for emergency contact after-hours
- ensure clear and effective communication procedures during an emergency are rehearsed to test its effectiveness in an emergency
- organise and communicate with off-site evacuation sites about emergency arrangements
- ensure the Australian Fire Danger Rating System (AFDRS) is checked daily. **Australian Government Bureau of Meteorology** <http://www.bom.gov.au/?ref=hdr> or **Country Fire Authority** <https://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-and-ratings>
- ensure gutters are cleaned out and free from dry leaves and other debris
- trim trees to 2m from the Service building (best practice recommendation)
- ensure boundaries, outdoor areas and driveways are clear of dry grass, long grass, dead vegetation, thick and continuous shrubs, leaves, dead limbs/trees and other combustible materials
- consult with neighboring property/land owners or local council if neighboring properties pose a fire risk
- ensure driveways are accessible for fire emergency vehicles, clear of overhanging branches and archway structures
- ensure flammable items are removed from the Service
- ensure broken or unused equipment are disposed of and not stored at the service
- ensure rubbish bins are secure with closed lids, emptied on a regular basis and located away from the service's Shelter-In-Place location
- consider the service's Shelter-In-Place location ensuring it can accommodate all children and staff, with access to toilets and water
- ensure flammable items are removed from the Service
- ensure all emergency exits are clear and accessible at all times
- conduct an 'emergency first aid kit / backpack audit' to ensure emergency contact information and supplies are current (*see Appendix 3 for suggested inclusions*)
- ensure all records of attendance of children, staff and volunteers are accurate each morning
- ensure current emergency phone numbers are near the phone, including emergency services and the Regulatory Authority [insert details for each state/territory] *and* in the contacts of designated mobile phones
- monitor the bush fire situation when the rating is above **High** through internet or radio
- ensure the *VicEmergency* app (CFA emergency services) is installed on designated Service mobile phones
- upon advice from relevant authorities (Department of Education or Fire Authority) not accept children for care on days when there is a catastrophic danger rating
- cancel any outdoor activities on days where air quality due to bushfire smoke may cause harm to children [see Bush Fire Smoke Procedure]
- be prepared for fire ratings and consequent closure of the service if listed on the BARR or at risk of grassfire (Category 4) in **Victoria**
- notify the Regulatory Authority in the event of any closures or damage to premises within 24 hours or as soon as possible via the NQA ITS or email if there is no access to phones

- at a reasonable time after the incident has occurred, consider asking emergency services to review the service's incident response.

EDUCATORS WILL:

- assist in the development and review of the Service's Emergency Management Plan (EMP)
- examine the Service grounds during their daily indoor and outdoor safety checks to ensure flammable and/or combustible materials (e.g., dead leaves and bark, chemicals) have been removed
- ensure they are familiar with the daily Australian Fire Danger Rating System (AFDRS)
- ensure the emergency first aid kit / backpack is organised and stored in an area that is easily accessible
- become familiar and confident with the Service's emergency evacuation policies and procedures
- participate in emergency drills, including *Bush Fire Response* procedures at least every 3 months
- become familiar with the Service's emergency exits
- be aware of the designated assembly area
- eliminate all papers around the Service, including artwork, posters, displays and emptying garbage bins if advised that bush fires are in the local district
- keep up to date with professional development and training about bush fires and emergency evacuation procedures
- be familiar with their role and responsibilities in the event of a bush fire.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Bush Fire Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

VICTORIA
<ul style="list-style-type: none"> • Early Childhood Services at the highest risk of fire danger are placed on the Department's Bushfire At-Risk Register (BARR). https://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx • Inclusion on this register is a trigger for Early Childhood Services to pre-emptively close on days declared Code Red in their Bureau of Meteorology district • Emergency Management Plan resources: https://www.vic.gov.au/emergency-management-early-childhood-services?Redirect=1#emergency-and-evacuation-requirements---all-early-childhood-services • See Bushfire and Grassfire Preparedness for further information • For information regarding emergency closures and relocations: https://www.education.vic.gov.au/about/programs/health/pages/closures.aspx • Fire Danger Rating updates: https://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-and-ratings • Country Fire Authority: https://www.cfa.vic.gov.au/home

RESOURCES

ACECQA [Managing Emergency Situations in Early Education and Care Services](#)

[Australian Government Department of Education](#) – Emergency and natural disaster assistance

SOURCES

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<https://www.vic.gov.au/managing-bushfire-grassfire-risks-early-childhood-services>

REVIEW

POLICY REVIEWED BY	[NAME]	[POSITION]	NEXT REVIEW DATE FEBRUARY 2026
POLICY REVIEWED	AMY AYACHE	EDUCATIONAL LEADER	FEBRUARY 2025
VERSION NUMBER	V14.02.25		
MODIFICATIONS	<ul style="list-style-type: none">• annual policy maintenance• hyperlinks checked and repaired as required• minor formatting edits within text		
POLICY REVIEWED	AMY AYACHE	EDUCATIONAL LEADER	APRIL 2024
VERSION NUMBER	V5.4.24		
MODIFICATIONS	<ul style="list-style-type: none">• minor formatting edits within text• checked & updated editions & referenced correctly• additional information added to points• hyperlinks checked and repaired as required		
POLICY REVIEWED	JUNE 2023	NEXT REVIEW DATE	JUNE 2024
VERSION NUMBER	V4.6.23		
MODIFICATIONS	<ul style="list-style-type: none">• annual policy maintenance• hyperlinks checked and repaired as required• minor formatting edits within text• Continuous improvement section added• Appendix 1 additional points		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE

OCTOBER 2022	<ul style="list-style-type: none"> Review of policy against recommendations for bushfire/grassfire readiness checklist (Victoria) Updated Australian Fire Danger Rating System information Removal of requirement for services to submit their EMP to the regulatory authority 	JUNE 2023
JUNE 2022	<ul style="list-style-type: none"> New Policy Developed for ECEC services located in Victoria 	JUNE 2023

Meteorological Regions (CFA) – Fire District Bright Beginning Family Day Care region is:

Campbellfield Office: 03 93021501



This policy is to be implemented should a bush fire prevent the service (scheme &/or) individual educators FDC registered home.

Bright Beginnings Family Day Care Centre are hereby obliged from the 1st of July 2019 to identify and maintain an up to date record of the service's family day care educators operating in a family day care residence or approved FDC venue in Victoria who may be at risk of bushfire.

BBFDCC are committed to ensuring that all our educators, children and their families will be well prepared in the chance that a bushfire may occur in their surrounding areas.

The 'Bushfire at risk' register is a trigger for the service to pre-emptively close on days declared CODE RED in their Bureau of Meteorology district.

The **BUSHFRIE AT RISK register** can be obtained from the link below:

<https://www.education.vic.gov.au/about/programs/health/pages/bushfirerisk.aspx?Redirect=1>

Monitoring fire ratings



The warning level will be based on severity, conditions and the likelihood that the emergency could impact on the community.

There are three different levels of warning.



Emergency warning

- You are in imminent danger and need to take action immediately. You will be impacted.



Warning (Watch and Act)

- An emergency is developing nearby. You need to take action now to protect yourself and others.



Advice

- An incident is occurring or has occurred in the area. Access information and monitor conditions.
- Can also be used as a notification that activity in the area has subsided and is no longer a danger to you.

Additional messages that may be issued are:



Prepare to evacuate / evacuate now

- An evacuation is recommended or procedures are in place to evacuate.



Community information

- A newsletter containing updates for communities affected by an emergency.
- Can also be used as notification that an incident has occurred but there is no threat to community.

Procedure:

The Approved provider will:

1. Identify and maintain an up to date record of the service's family day care member who will closely monitor the incidents/warnings on the VIC Emergency website for our region/s on a daily basis and even more vigorously during the seasonal periods.
2. The service have created a register which is to be used if any incidents/warnings are relatable to the educators in our region or closely surrounded regions, the administrative staff will contact each educator individually advising on what action to take (if any) or simply informing the educator of the 'incident' occurring in the vicinity of their residence.
All correspondence made to the educator and the families on any given day will be documented on the register.
3. The service will continuously update the register detailing ALL educators full name, contact details, address and the KM in distance from the 'apparent' bushfire at risk area.
4. The educators with a higher chance of being in a prone bushfire area will be indicated in a different colour so that they can be easily identified in a situation where a bushfire occurs.
5. Any service that is *within 10km* of the schools listed on the bushfire at-risk register (as per the Victorian Department website) will be closed on days *declared code red*.
6. The educators who have been indicated of being within a 10km radius of school/kindergartens on the bushfire register will have a separate Emergency Management Plan (EMP) for their particular service.

7. The service will regularly discuss fire procedures at team meetings so that the coordinators can also practice the drills with children in care.
8. The service will communicate with educators and families about bush fire preparation information and provisions.
9. All educators will be advised and encouraged to download the *VIC emergency App* from Apple or Google Play stores. Families will be encouraged to do this also.
10. The educators are to set a watch zone within 10km of their residence on the app.
11. The approved provider will monitor fire ratings regularly to ensure that the service is well equipped to deal with any emergency situation that may arise in the relevant district.
12. Where the approved provider is requiring further insight on the management of bushfire risk and emergencies, we will contact the relevant region authority.
 - North Western District (for all educators except Shepparton)
Northern Eastern Melbourne/Hume Moreland
1300 338 691
Email: nwvr@edumail.vic.gov.au
 - North Eastern Victorian (Shepparton)
Goulburn
1300 333 231
Email: nevr@edumail.vic.gov.au

Procedure for service closures:

1. All the 'bushfire-at-risk educators' who are highlighted on the register will have an emergency management plan specific to their FDC residence, families will have access to this upon request.
2. If the CODE RED day is called the night before care commences, this will be updated on the VIC Emergency App. Thus, it is of utter importance that the educator downloads the app.
3. All services listed as within Bushfire at risk zones will close on CODE RED days and children will be unable to attend care. The families will need to make other arrangements.
4. Where services are closed or evacuated as a consequence of a CODE RED day been declared the families will not be liable to pay fees for that day.
5. If and when severe or extreme fire danger ratings are declared, services in the bushfire prone areas will be expected to close, parents will not be liable to pay fees on such incidence occurring.
6. Families will be notified within *24 hours via harmony email* when and if their educator will not be operating for a specified period of time. Families will need to make alternative arrangements during this time.
7. Educators are not to recommence operating until they receive a clearance from the approved provider. If the Educators commences work, these sessions will not attract any CCS fee reduction for care provided during the 'declared closure days'

Procedure for service evacuation:

1. Educators at BBFDC are recommend and highly advised to have the VIC emergency app installed with a watch zone of 10km radius from their residence.
2. The approved provider will continue to monitor the educators in the bush-fire at risk prone areas and contact each of those educators to prepare for evacuation according to the Bushfire management plan.
3. All other staff will contact the families to advise of what is happening and an email/sms will be sent out to all families and educators. If parents cannot be reached at first attempt, staff will contact authorised nominees as per the EMP.
4. The staff contacting the parent must use the following dialogue:
 - Advise the family calmly that an evacuation is taking place
 - Assure the family that the children are being cared for and accompanied by their educator
 - Ensure that the family understand the risk involved and ensure they do not attempt to collect children from an active bushfire

- Advise the parent to refrain from contacting the educator as they will be busy caring for children in this distressed time, and need to ensure that they have enough mobile phone battery life to stay in contact with the service.
 - Give the family confidence that the service will continue to update them every 5 minutes via sms after the initial call.
 - Advise the family to monitor the VIC Emergency App for further most updated information from SES.
5. The approved provider will contact VIC Emergency hotline on 1800 226 226 to ensure they have the most up to date information on when it is safe to collect children from the designated evacuation centers.
 6. The approved provider will be in constant communication with families and advise them of when it is safe to collect children from evacuation centres.

Educators will:

- Examine their homes during their daily indoor and outdoor safety checks to ensure flammable and or combustible materials (dead leave and bark, chemicals) have been removed
- Ensure they are familiar with the daily Fire Danger Rating (FDR)
- Ensure the emergency first aid kit/backpack is organized and stored in an area that is easily accessible.
- Ensure the FDC service has ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents and emergency services.
- Ensure all contact details of parents/carers and emergency contact details are up to date.
- Become familiar and confident with the FDC service's emergency evacuation policies and procedures and have copies of these policies available for inspection at all times the service is educating and caring for children.
- Become familiar with the emergency exits.
- Be aware of the designated assembly area.
- Eliminate all papers around the FDC residence, including artwork, posters, displays and emptying garbage bins if advised that bush fires are in the local district.
- Keep up to date with professional development and training about bush fires and emergency evacuation.
- Be familiar with their role and responsibilities in the event of a bush fire.
- Conduct an emergency and evacuation bushfire rehearsal every 3 months and document this. Ensure that each child being educated by the educator is present on the day of rehearsal.
- All educators will need to download the *VIC emergency App* from Apple or Google Play stores. Families will be encouraged to do this also.
- The educators are to set a watch zone within 10km of their residence on the app.
- The approved provider will monitor fire ratings regularly to ensure that the service is well equipped to deal with any emergency situation that may arise in the relevant district.

On the non-code red days in the event of a bushfire or elevated risk, the service will ensure that educators and the families will;

- Maintain a heightened state of readiness
- Ensure open lines of communication from local emergency services
- Have access to the Victoria Emergency website
<https://www.emergency.vic.gov.au/respond/>
- The educator will also be expected to download the app onto their smart phones or IPADS- VICTORIA EMERGENCY app
<https://www.cfa.vic.gov.au/plan-prepare/vicemergency-app>
- Examine the grounds during their indoor and outdoor safety checks to ensure flammable and/or combustible materials have been removed.

Where a warning has been issued on the Victoria emergency website the educator:

- Must stay calm. Stop what you are doing and pay attention to the website and what is been advised by the provider.
- Must follow the advice of the warning immediately.
- Keep in contact with the service provider – we will contact the family/friends
- Stay informed. Keep listening for more information in case the situation changes.

Emergency Management plan (EMP)

The approved provider will ensure;

- Educators in a bushfire prone area will complete an EMP for their individual service (own residence)
- The provider will ensure that the coordinator and the educator prepare the EMP specific to the educator's residence. They will take into consideration the following;
 - a) Emergency contact details up to date at all times
 - b) Methods for monitoring bushfire risks and events
 - c) Develop processes for identifying, managing and communicating their plan in the likely event of a bushfire/emergency situation occurring.
 - d) Regularly assess the environment and rehearse the evacuation drill often during peak season.
 - e) Consult with the coordinator and approved provider about your EMP
 - f) Communicate the EMP with all families in your service.

VICTORIA (VIC)
<ul style="list-style-type: none">- Country Fire Authority Victoria: www.cfa.vic.gov.au- Victoria Police: www.police.vic.gov.au- Victoria State Emergency Service: www.ses.vic.gov.au

Source

<http://emergency.vic.gov.au/prepare/#understanding-warnings>

<https://www.cfa.vic.gov.au/plan-pr h>

<http://www.emergency.vic.gov.au/prepare/#extreme-heat/preparing-for-extreme-heat>

https://en.wikipedia.org/wiki/Country_Fire_Authority

https://en.wikipedia.org/wiki/Regions_of_Victoria#Hume_region

<http://emergency.vic.gov.au/prepare/#flood/preparing-for-floods>

<http://www.bom.gov.au/australia/flood/?ref=dropdown>

<https://www.cfa.vic.gov.au/warnings-restrictions/find-your-fire-district>



1 SNAKE BITE

All known or suspected snake bites must be treated as potentially life threatening, and medical aid should be sought urgently.

1.1 SIGNS AND SYMPTOMS

Signs of a snake bite are not always visible. In some cases, the patient may not have felt anything. Symptoms may not appear for an hour or more after the person has been bitten.

Depending on the type of snake, signs and symptoms may include some or all of the following:

- immediate or delayed pain at the bite site
- swelling, bruising or local bleeding
- bite marks (usually on a limb) that may vary from obvious puncture wounds to scratches that may be almost invisible
- swollen and tender glands in the groin or armpit of the bitten limb
- faintness, dizziness
- nausea and vomiting
- headache
- abdominal pain
- oozing of blood from the bite site or gums
- double or blurred vision
- drooping eyelids
- difficulty in speaking or swallowing
- limb weakness or paralysis
- difficulty in breathing
- occasionally, initial collapse or confusion followed by partial or complete recovery.

1.2 WHAT TO DO

Pressure bandage & immobilise

- 1 Follow DRSABCD.
- 2 Call triple zero (000) for an ambulance.
- 3 Lie the patient down and ask them to keep still. Reassure the patient.
- 4 If on a limb, apply an elasticised roller bandage (10–15 cm wide) over the bite site as soon as possible.
- 5 Apply a further elasticised roller bandage (10–15 cm wide), starting just above the fingers or toes and moving upwards on the bitten limb as far as can be reached.
 - Use clothing or other material if an elasticised roller bandage is not available.
 - Apply the bandage as firmly as possible to the limb. You should be unable to easily slide a finger between the bandage and the skin.
- 6 Immobilise the bandaged limb using splints.
- 7 Keep the patient lying down and completely still (immobilised).
- 8 Write down the time of the bite and when the bandage was applied. If possible, mark the location of the bite site (if known) on the skin with a pen, or photograph the site. Do not wash venom off the skin or clothes because it may assist identification.
- 9 Stay with the patient until medical aid arrives.





1.2.1 In a medical emergency call Triple Zero (000)

DRSABCD Danger ► Response ► Send for help ► Airway ► Breathing ► CPR ► Defibrillation

1.2.1.1 You could save a life with first aid training • www.stjohn.org.au • 1300 360 455

© St John Ambulance Australia Ltd, 2020. St John first aid protocols are for the Australian market only. All care has been taken in preparing the information but St John takes no responsibility for its use by other parties or individuals. This information is not a substitute for first aid training. St John recommends attending first aid training courses. Not for commercial distribution.

Appendix 4

CONTACT CFA

Contact your local CFA Community Engagement Coordinator at an office near you to:

- refer a client to have a property visit
- arrange face-to-face bushfire safety training for your workplace
- access any further advice and information about bushfire safety.

For any other enquiries relating to this resource and training, you can email CFA at clientreferral@cfa.vic.gov.au

1.2.1.2 South East Region

1.2.1.3 District	1.2.1.4 Location	1.2.1.5 Email	1.2.1.6 Telephone
District 8	Dandenong South	admin.d08@cfa.vic.gov.au	03 9767 1800
District 9	Warragul	admin.d09@cfa.vic.gov.au	03 5624 1900
District 10	Sale	admin.d10@cfa.vic.gov.au	03 5149 1000
District 11	Bairnsdale	admin.d11@cfa.vic.gov.au	03 5153 7400
District 27	Morwell	admin.d27@cfa.vic.gov.au	03 5120 3700

1.2.1.7 North East Region

1.2.1.8 District	1.2.1.9 Location	1.2.1.10 Email	1.2.1.11 Telephone
District 12	Seymour	admin.d12@cfa.vic.gov.au	03 5735 3100
District 13	Chirnside Park	admin.d13@cfa.vic.gov.au	03 8739 1300
District 22	Shepparton	admin.d22@cfa.vic.gov.au	03 5833 2400
District 23	Wangaratta	admin.d23@cfa.vic.gov.au	03 5720 2300
District 24	Wodonga	admin.d24@cfa.vic.gov.au	02 6043 4400

1.2.1.12 North West Region

1.2.1.13 District	1.2.1.14 Location	1.2.1.15 Email	1.2.1.16 Telephone
District 2	Kangaroo Flat	admin.d02@cfa.vic.gov.au	03 5430 2200
District 14	Melton	admin.d14@cfa.vic.gov.au	03 8746 1400
District 18	Swan Hill	admin.d18@cfa.vic.gov.au	03 5036 2800
District 20	Kerang	admin.d20@cfa.vic.gov.au	03 5450 9400

1.2.1.17 South West Region

1.2.1.18 District	1.2.1.19 Location	1.2.1.20 Email	1.2.1.21 Telephone
District 4	Casterton	admin.d04@cfa.vic.gov.au	03 5554 2309
District 5	Hamilton	admin.d05@cfa.vic.gov.au	03 5551 1500
District 6	Colac	admin.d06@cfa.vic.gov.au	03 5232 5600
District 7	North Geelong	admin.d07@cfa.vic.gov.au	03 5240 2700

1.2.1.22 West Region

1.2.1.23 District	1.2.1.24 Location	1.2.1.25 Email	1.2.1.26 Telephone
District 15	Wendouree	admin.d15@cfa.vic.gov.au	03 5329 5500
District 16	Ararat	admin.d16@cfa.vic.gov.au	03 5352 9600
District 17	Horsham	admin.d17@cfa.vic.gov.au	03 5362 1700

1.2.1.27 Dial: 000

If you see smoke, flame or embers

1.2.1.28 VicEmergency Hotline

1800 226 226

For fire warnings and updates

1.2.1.29 Translating and Interpreting Service

131 450

1.2.1.30 National Relay Service

1800 555 677

cfa.vic.gov.au

ffm.vic.gov.au

emergency.vic.gov.au



Appendix 5

Emergency Management Plan

Add on graph, Path to take to the Exits and meeting place.

Power Failure

1. Turn off all heating and cooling appliances
2. Turn off and unplug all other electrical equipment
3. Do not use candles as they may be knocked over and start a fire
4. Contact your local electricity distributor to let them know your concerns



Fire

1. Assign assistant/adult to grab emergency bag (if available), mobile and emergency contacts list.
2. Calmly evacuate the premises safely as the plan indicates.
3. Once at assembly point, do a roll call.
4. Call 000 and give them information of the emergency.
5. Call families of the children and Bright Beginnings office.
6. Do not re-enter the building unless the fire brigade has given the all clear.

Medical Emergencies

1. If a serious injury or other medical emergency occurs, immediately call 000 and give details of the nature of the emergency.
2. DRSABCD if necessary, and reassure the patient that help is on the way.
3. Do not move the patient unless absolutely necessary.
4. Reassure other children in care and remain calm
5. Notify Bright Beginning Office and parents of the incident.
6. Complete Accident injury form and have parents sign it when possible.

Gas Leak

If it is safe to do so:

Try to extinguish flames using a fire blanket or an appropriate extinguisher.

1. If you smell gas take the following precautions:
2. Turn off the gas at the gas meter or cylinder.
3. Turn off the gas at the meter (natural gas users) or at the tank or cylinder (LP gas users) but only if safe to do so.
4. Extinguish all flames and do not smoke or strike matches.
5. Do not operate electrical switches or devices.
6. Inside a dwelling open doors and windows to ventilate the area.
7. Keep people away from the affected area.
8. If you suspect the escape of natural gas within your home, contact your gas distributor immediately.

Lockdown

1. Raise alarm.
2. Lock external doors and windows. Move to the designated assembly point away from danger.
3. Call 000 and notify them of the emergency.
4. Delegated first aid person collects the emergency pack (if available).
5. Mark off the children in your care to ensure that they are all accounted for.
6. Remain in lockdown until advised of the all clear by emergency services.

Appendix 6 Risk Assessment action Plan

(Saved on another file, attach here separately)

Appendix 7- Smoke Inhalation

SMOKE INHALATION

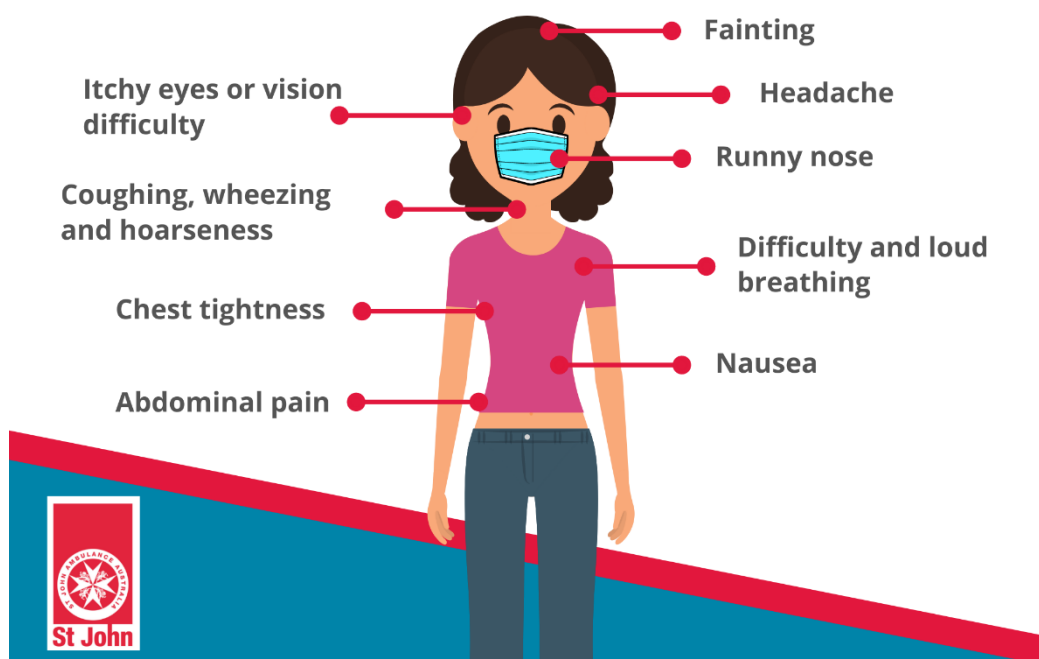
Inhalation of smoke can reduce the amount of oxygen getting to the lungs and also cause swelling and burning of the airway. Smoke inhalation occurs when you breathe in the products of combustion during a fire. Combustion results from the rapid breakdown of a substance by heat (more commonly called burning).

People exposed to smoke from a fire can breathe in enough smoke to cause future medical problems. This usually occurs with fires in enclosed spaces, e.g. inside buildings, but can also happen with prolonged exposure to smoke from bushfires.

Whether it's a bush or house fire, if you're exposed to an excessive amount of smoke or other toxic fumes, you are at risk of suffering from debilitating smoke inhalation conditions or in extreme conditions; asphyxiation.

Fires are caused by a number of factors and can occur almost anywhere, so it's important that all Victorians know and understand how to provide First Aid for smoke inhalation to minimise the damage and stress caused by overexposure to smoke.

SIGNS AND SYMPTOMS OF SMOKE INHALATION



FIRST AID MANAGEMENT FOR SMOKE INHALATION

A smoke inhalation injury are acute injuries to your respiratory system and lungs that must always be considered a life-threatening emergency. Ensure the patient receives medical help as soon as possible.

Warning: It may be some hours before the effect of inhaling toxic fumes interferes with a person's breathing.



1. Follow **DRSABCD**
2. Remove casualty from smoke or toxic exposure if safe and/or possible or to a more ventilated, open space
3. Sit casualty upright and loosen clothing around the neck/airways
4. **Call triple zero (000)** for an ambulance
5. If you are trained in oxygen administration and have access to an oxygen delivery system, administer to casualty
6. If the casualty stops breathing, provide CPR
7. If the casualty is having difficulty breathing (wheezing), provide a reliever inhaler (puffer) if you have access to one

Reference: <https://www.stjohnvic.com.au/news/bushfires-cope-smoke-inhalation/>

BOMB THREAT PROCEDURE

Our aim is to provide immediate direction to an employee who may receive a bomb threat or observe suspicious behaviour which may be related to a bomb or similar threat.

- It is essential to remain calm and do not alarm other employees and children
- Do not use a mobile-phone, two-way radio or other electronic devices that may trigger the device

Working in conjunction with the *Emergency Evacuation Policy* and *Lockdown Policy*, this procedure provides detailed steps for educators to follow in the event of a bomb threat at the service.

Education and Care Services National Law or Regulations (R.168 and 97) NQS QA 2: Element 2.1.2 and 2.2.2 Health practices and procedures.

Related Policy: Emergency Evacuation Policy and Lockdown Policy Related Resource: Bomb Threat Checklist

BOMB THREAT RECEIVED BY PHONE		
1	If a direct or indirect threat or warning is received by phone, the receiver answering the phone will check the caller identification number and record the number	
2	The receiver of the phone call will alert the Nominated Supervisor/Responsible Person to call emergency services on another phone without alerting the caller	
3	The receiver of the phone call will try to keep the person calm and talking. DO NOT hang up the phone	
4	The receiver of the phone call will refer to the <i>Bomb Threat Checklist</i> , asking each question and writing their exact response. Do not say anything that may encourage irrational behaviour.	
5	The Nominated Supervisor/Responsible Person is to follow emergency services instructions. Do not evacuate the service unless instructed to do so.	
6	If instructed to evacuate by emergency services, educators are to check the immediate area to see if there are any packages, bags or other form of suspicious items that appear to not belong. Do not attempt to inspect the suspicious item.	
7	If a suspicious object is found, clear everyone away from the immediate area	
8	Implement the Service's <i>Lockdown Procedure</i> or <i>Emergency Evacuation Procedure</i> if advised by emergency services	
9	Once instructed to evacuate, ensure doors and windows are left open	
10	Do not leave the evacuation assembly area until instructed by emergency services	



SUSPICIOUS LETTER/ITEM/PACKAGE IDENTIFIED AT THE SERVICE		
1	The educator who identifies the letter/item/package is to avoid handling the item and REMAIN CALM	
2	The Nominated Supervisor/Responsible Person is to notify emergency services immediately and follow all instructions as authorised by emergency services	
3	Do not approach, touch, tilt or tamper with the package	
4	Educators are to move children away from the area and implement the <i>Emergency Evacuation Procedure</i> if advised by emergency services	
5	Check that all children, staff and visitors are accounted for using attendance records	
6	Follow directions from emergency services	
7	Following the resolution of the incident, the Nominated Supervisor is to notify the Regulatory Authority of the serious incident within 24 hours	
7	If the bomb threat is received electronically- by email or text- DO NOT DELETE THE MESSAGE	
8	Follow the procedure above and alert emergency services immediately	

REVIEW OF PROCEDURE			
Date procedure created		To be reviewed	
Approved by		Signature	
Procedure Reviewed Date	Modifications/Changes		
March 2022	Procedure reviewed: minor grammar fixes		

BOMB THREAT CHECKLIST

In the case of a bomb threat received by telephone it is vital that you collect as much information as possible. A Bomb Threat checklist should therefore be kept beside or close to each phone to ensure that it is readily available.

If such a threat is received, **DO NOT HANG-UP**. Stay on the line for as long as possible and try to gain as much information as possible. While some of the questions in the checklist sound unusual, bomb threat checklists such as this are used successfully throughout the world.

At the end of the call, again, **DO NOT HANG-UP**. It is sometimes possible for telephone companies to trace the call even after the caller has hung up. In this situation another staff member can use a mobile phone to alert the police to the threat while your phone line remains open.

BOMB THREAT CHECKLIST					
Name of person taking the phone call					
Date of call		Call start time		Call end time	
Caller ID displayed on phone					

BOMB THREAT QUESTIONS TO ASK	
Where is the bomb?	
When is the bomb going to explode?	
What will make the bomb explode?	
What kind of bomb is it?	
When did you put the bomb there?	
Did you put it there, or someone else?	
Why was the bomb placed here?	
What is your name?	
Where do you live/what is your address?	
Where are you now?	



THINGS TO LISTEN FOR	
The caller's voice (circle an answer or specify with further details):	
Male or female	Estimated age :
Do you detect any accent ?	
Do you detect any speech impediments ?	
Is the speech noticeably fast or slow ?	
Is the speech noticeably high or low pitched?	
Is the voice noticeably loud or soft ?	
Is the speech noticeably clear/well-spoken or muffled ?	
Is the voice noticeably calm, agitated, threatening, irrational, or emotional ?	
Does the caller appear to be familiar with the area or service ?	
Do you recognise the voice ? If so whom do you think it is?	
BACKGROUND SOUNDS	
Can you identify any background noises or sounds? For example: Household sounds Street sounds Water sounds (beach, creek etc.) Traffic sounds Aircraft Trains Music People talking Machinery Other (specify)	