

the Y Ballarat – Emergency and Evacuation Policy

Policy Number	Date Approved	Date Last Amended	Status
CP013-PO	01/07/2020		FINAL

1. PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Ballarat YMCA Children's Services (YMCA)
- raising the awareness of everyone attending YMCA Children's Services about potential emergency situations and appropriate responses.

YMCA is committed to:

- providing a safe environment for all children, staff and persons participating in programs at YMCA services
- having a plan to manage emergency situations in a way that reduces risk to those present on the premises
- ensuring effective procedures are in place to manage emergency incidents at the service
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service

2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, staff and volunteers. This policy applies to The Young Men's Christian Association of Ballarat Inc and related entities and the Ballarat YMCA Youth Services. For the purposes of this document we refer to these as the YMCA. All Procedures must conform to this Policy.

3. POLICY

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

Comprehensive emergency management includes prevention, preparedness, response and recovery.

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

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

All services in Victoria are required to have an Emergency Management Plan (EMP) as part of their everyday 'best practice' operations. The Department of Education and Early Childhood Development (DET) provides Emergency Management Plan Guidelines and an Emergency Management Plan template to assist services develop and review their EMP (refer to Sources below for the link). All services must complete the required sections of the plan and lodge it with the relevant DET regional office.

4. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Children's Services Manager	<p>The Children's Services Manager is responsible for the development, monitoring and review of the procedure and related systems, ensuring content meets all legislated requirements.</p> <p>Facilitate annual procedure training to Children's Services educators on the appropriate implementation and use of policy.</p>
Children's Services Team	<p>The Y Ballarat nominated supervisors and/or service management will oversee the implementation and service adherence to this policy (ie procedure compliance).</p> <p>Nominated supervisor and/or person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>All educators will be provided with this policy annually and are responsible for the daily implementation of the procedure when directly supervising children.</p>
Managers and Directors	<p>Responsible for addressing any instance of non-compliance with this policy and implementing strategies to help prevent noncompliance with this policy.</p> <p>Responsible for implementing the processes outlined in this procedure, in accordance with this policy, as required.</p> <p>Is responsible for ensuring suitable resources and support systems to enable compliance with this policy</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy</p>
All employees, volunteers	Responsible for meeting the requirements outlined in this

& students.	policy. Responsible for raising concerns or complaints in accordance with this policy
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5. DEFINITIONS

Term	Definition
Attendance record:	Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).
Country Fire Authority (CFA)	CFA respond to a variety of fire and emergency incidents. They are also involved in a range of other activities including: <ul style="list-style-type: none"> - fire safety building inspections - delivering community awareness, education and safety programs - post-incident analysis and fire investigation - fire prevention planning and land use planning at a municipal level
Duty of care	A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury
Emergency	Includes any situation or event that poses an imminent or severe risk to the persons at the education and care service premises e.g. flood, fire or a situation that requires the service premises to be locked down (National Regulations, page 5).
Emergency Management Plan (EMP)	A written set of instructions to assist the Approved Provider, Nominated Supervisor, educators and staff to deal with incidents or situations that could pose a threat to life, health or property. Emergency Management Plan Guidelines and an Emergency Management Plan template are available on the DET website
Hazard	A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.
Incident, Injury, Trauma and Illness Record	Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. An approved proforma will be used to record this.
Mandatory closure	When services identified as being at high bushfire risk are directed by DET to close on days declared a Code Red Fire Danger Rating day.

Metropolitan Fire Brigade (MFB):	provide a fire and rescue service and are the first to respond to specific medical emergencies. The MFB aims to reduce the incidence and impact of fire and other emergencies on the community. This is achieved through the delivery of educational strategies that assist the community to become more self-reliant, including: <ul style="list-style-type: none"> • fire safety building inspections, and checking fire fighting equipment • delivering community awareness, education and safety programs.
Notifiable incident	An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the Guide to Incident Notification on the WorkSafe Victoria website: www.worksafe.vic.gov.au
Risk management	A structured approach to managing uncertainty related to a threat; a sequence of activities including the identification, assessment and prioritisation of risks followed by co-ordinated and economical application of resources to minimise, monitor and control the probability and/or impact of those risks.
Serious incident	An incident resulting in the death of a child, or an injury, trauma or illness for which a reasonable person would consider required urgent medical attention from registered medical practitioner or emergency services or for which the child attended or ought reasonably to have attended a hospital. E.g. whooping cough, broken limb, anaphylaxis reaction. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an Incident, Injury, Trauma and Illness Record (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (DET) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.
State Emergency Service (SES)	Volunteer-based organisation responding to emergencies and working to ensure the safety of communities around Victoria.
State of emergency	A situation in which the government is granted special powers, by constitutional or legal provision, to deal with a perceived threat to law and order, or public safety.
WorkSafe Victoria	The manager of Victoria's workplace safety system. WorkSafe Victoria's responsibilities are to:

	<ul style="list-style-type: none"> • help avoid workplace injuries occurring • enforce Victoria's occupational health and safety laws • provide reasonably priced workplace injury insurance for employers.
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6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

Related Legislation -

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

7. SUPPORTING DOCUMENTS

- National Early Years Learning Framework (EYLF)
- Victorian Early Years Learning and Development Framework (VEYLDF)
- My Time, Our Place: Framework for School Age Care in Australia YMCA 's of Australia Policy Library
- ACECQA serious incident reporting portal
- Safeguarding Children and young people policy
- Staying healthy in Childcare (5th Edition)
- Child Safe Standards

8. Approval and Review

Approved By: Executive Management Group
Meeting Name: Executive Management Meeting
Meeting Date: 1st July 2020
Effective Date: 4th July 2020
Review Date: July 2021
Procedure Owner: Alicia Pratt OSHC Manager
 Carina O'Neil Early Years Manager

Amendments

Version	Date	Author	Change Description
V1	July 2020	Alicia Pratt	Minor Amendments