

## Bush Kinder Emergency evacuation

---

- Authorised by:** This policy was adopted by the Ripponlea Kindergarten Committee of Management at a committee meeting
- Approved date:** February 2022
- Review date:** February 2025

### Purpose

- This policy is a special circumstance policy which augments the main Ripponlea Kindergarten Emergency Evacuation Policy and the Illness, Injury, and Trauma Policy and should be read in conjunction with those policies. This Bush Kinder policy only details the specific evacuation procedures for children, staff and volunteers attending the Bush Kinder program in response to an emergency or hazard that may arise during a session.

This policy aims to:

- set out clear and safe evacuation principles and procedures for Bush Kinder participants in response to an emergency situation
- increase awareness and implementation of emergency and evacuation procedures at Bush Kinder among staff and the broader kindergarten community
- provide an appropriate mechanism for communicating the evacuation procedures for Bush Kinder sessions to parents/guardians and to children.

### Values

Ripponlea Kindergarten is committed to:

- providing a safe and healthy environment for children participating in the Bush Kinder program
- ensuring that an appropriate response is provided, which meets the needs of participants during and following emergency incidents
- ensuring effective procedures are in place to manage emergency incidents at the Bush Kinder site.

### Scope

This policy applies to parents/guardians, staff, committee members, people authorised to collect the children, volunteers and students on placement working at Ripponlea Kindergarten.

### Background and legislation

There are a multitude of possible emergency situations that may arise at Bush Kinder. These include, but are not limited to:

- fire/bushfire
- hazardous substance incidents, including chemical hazards, toxic leaks
- missing child
- aggressive dogs off leads
- other animal intruders
- uninvited person/stranger (threatening, causing a nuisance or unease for staff and participants)
- hostage/siege
- natural events, such as extreme weather, floods, severe winds, thunderstorm or earthquake

- incidents involving firearms or other weapons
- medical emergency (refer to Incident and Medical Emergency Management Policy)
- accidents.

This policy aims to provide the appropriate response to such an incident or emergency to ensure the safety and wellbeing of all Bush Kinder participants.

## Legislation and standards

This policy is informed by the following legislation:

- Education and Care Services National Regulations 2011
- *Education and Care Services National Law 2010*
- National Quality Standard
- *Occupational Health and Safety Act 2004*
- Occupational Health and Safety Regulations 2007.

## Related policies

- *Excursion & Service Events Policy*
- *Bush Kinder Delivery & Collection of Children Policy (Bush Kinder Specific)*
- *Bush Kinder Extreme Weather Policy (Bush Kinder Specific)*
- *Bush Kinder Protective Clothing Policy (Bush Kinder Specific)*
- *Bush Kinder Snake Awareness Policy (Bush Kinder Specific)*
- *Occupational Health & Safety Policy*
- *Illness, Injury, and Trauma Policy*
- *Sun Protection Policy*
- *Water Safety Policy*
- *Supervision of Children Policy*
- *Child Safe Environment Policy*

## Procedures

The Committee is responsible for:

- following all requirements in Ripponlea Kindergarten's main Emergency Evacuation Policy and Illness, Injury, and Trauma Policy
- establishing, monitoring and reviewing the Bush Kinder Risk Register which identifies a number of potential hazards and risks and mechanisms for their treatment
- establishing, monitoring and reviewing (in consultation with staff) emergency evacuation procedures, a series of safe environment routes and assembly points in response to a range of potential emergencies under the guidance of Rippon Lea Estate staff (See Attachment 1 for Bush Kinder evacuation procedures and map of Rippon Lea Estate)
- ensuring emergency evacuation procedures are included in teachers' documentation carried at Bush Kinder
- ensuring a fully equipped first aid kit is included with the Bush Kinder gear and equipment
- ensuring all teachers and volunteers are aware of the location of a first aid kit at Bush Kinder
- ensuring all children, staff, parent, students, volunteers and visitors understand the requirements of this policy including conducting practice drills
- ensuring new Bush Kinder staff, students and volunteers understand the Bush Kinder policy and procedures for emergency evacuation in their induction procedure

Staff are responsible for:

- ensuring the safety of the children, fellow staff members and volunteers in their care and protecting them from hazards at Bush Kinder
- being aware of the Bush Kinder evacuation procedures set out in this policy, along with the evacuation routes and assembly points in different emergency scenarios
- providing awareness and support to children before, during and after emergencies
- Providing input when developing procedures to follow during an emergency, and contributing to reviewing the procedures following an emergency
- informing the committee and reporting notifiable incidents to the DET
- accounting for all children, staff and volunteers during an emergency
- carrying the bush kinder backpack to drop off point and on any excursion within the grounds.

Parents/guardians are responsible for:

- reading and being familiar with the policy
- bringing relevant issues to the attention of both staff and committee
- ensuring children are signed in and out as per the requirements of the kindergarten's Delivery and Collection of Children Policy (both the main policy and the Bush Kinder Policy)
- supporting children's awareness and education in emergencies
- following the directions of staff during an emergency, incident or drill.

## Evaluation

To assess whether the policy has achieved the values and purposes the committee will:

- seek feedback about this policy and its implementation from parents/guardians of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual survey
- ask staff to share their experiences and observations about the effectiveness of this policy
- regularly review the policy and Kinder practices to ensure they comply with any new legislation, research or best practice procedures.

## Attachments

Attachment 1: Bush Kinder evacuation procedures and map of Rippon Lea Estate

## Definitions

**Assembly point:** A safe place for the Bush Kinder group to meet after an emergency evacuation and determined by the staff at Rippon Lea Estate.

**Emergency:** A sudden, unforeseen crisis (usually involving danger) that requires immediate action.

**Evacuation route:** A safe route to move people away from a threat or danger. At Bush Kinder, the route taken will depend on the emergency/danger and will be decided by the staff at Rippon Lea Estate.

**Hazard:** The potential to harm a person's health or safety that can arise from the environment, equipment and substances, poor work design and inappropriate practices and procedures.

# Attachment 1

## Bush Kinder evacuation procedures, assembly points and evacuation routes

### Evacuation procedures

Whatever the emergency, incident or situation that necessitates the evacuation, staff and volunteers are to follow these procedures:

- Keep children calm
- Ensure sign-in sheet is in the teacher's backpack along with other necessary items such as medication
- Count/check off against the sign-in sheet to account for all children
- Except for the teacher's backpack, leave Bush Kinder gear at the site—it can be collected later
- En route to new location (see below for appropriate locations), calmly walk children, keep group close together and ensure no child deviates from the group
- Teachers/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible
- Notify emergency services if necessary
- After arriving at the safe assembly point, conduct a full count/roll call to account for all children
- Notify parents/guardians via SMS of new location for collection (if required) and notify DET (if necessary)
- If the evacuation/relocation is for weather reasons, wait for the extreme weather to pass and when it does, resume normal activities if appropriate and safe to do so, following same relocation procedures to return to the Bush Kinder site
- If the weather does not look like it will pass soon, send an SMS to all parents/guardians, advising of the new safe location for pickup.

