



## **BEACH KINDER EMERGENCY EVACUATION POLICY**

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### **Quality Area 2**

### **PURPOSE**

This policy is a special circumstance policy, which augments the main Hampton Community Kindergarten's Emergency Evacuation Policy and the Incident, Injury, Trauma & Illness Policy and should be read in conjunction with those policies. This Beach Kinder policy only details the specific evacuation procedures for children, staff and volunteers attending the Beach 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 Beach Kinder participants in response to an emergency situation of any type
- Increase awareness and implementation of emergency and evacuation procedures at Beach Kinder amongst staff and the broader kindergarten community
- Provide an appropriate mechanism for communication of the evacuation procedures for requirements for Beach Kinder sessions to parents/guardians and children

### **POLICY STATEMENT**

#### **1. VALUES**

Hampton Community Kindergarten Inc. is committed to:

- Providing a safe and healthy environment for children and staff participating in the Beach Kinder program
- Being respectful of the community space that the Beach kinder site offers
- Facilitating appropriate communication and education to educators, parents and guardians to minimise the risk of injury of a dog bite to children and educators during Beach kinder.

#### **2. SCOPE**

This policy applies to the Approved Provider, Nominated Supervisor, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Hampton Community Kindergarten Inc.

Background and legislation

Refer to Background and Legislation of main Delivery & Collection of Children Policy for legislative requirements in relation to Duty of Care, Supervision and Collection of Children. Relevant legislation may include but is not limited to:

- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law 2010*
- National Quality Standard

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

- Fire / Bushfire
- Chemical hazards
- Missing child
- Aggressive dogs off lead
- Other animal intruders
- Uninvited person/stranger (threatening, causing a nuisance or unease for staff and participants)
- Toxic leak
- Hostage/siege
- Natural events, such as extreme weather, floods, severe winds, thunderstorm or earthquake
- The involvement of firearms or other weapons
- Hazardous substances incidents
- Medical emergency (refer to Incident, Injury, Trauma & Illness Policy).
- Accident

The aim of this policy is to provide the appropriate response to such an incident or emergency to ensure the safety and wellbeing of all Beach Kinder participants.

Relevant legislation includes but is not limited to:

- *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

#### 4. DEFINITIONS

**Assembly point:** A predetermined and mapped safe place for the Beach Kinder group to meet after an emergency evacuation. **[Refer to Attachment 1 for Beach Kinder assembly points]**

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

**Emergency evacuation:** Emergency evacuation is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard.

**Evacuation route:** A predetermined and mapped safe route to move people away from a threat or danger. At Beach Kinder, the route taken will depend on the emergency/danger. **[Refer to Attachment 1 for Beach Kinder evacuation routes]**

**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.

#### 5. SOURCES AND RELATED KINDERGARTEN POLICIES

##### Kindergarten policies

- Delivery & Collection of Children (main kindergarten policy)
- Excursions & Service Events Policy (main kindergarten policy)
- Beach Kinder Protective Clothing Policy (Beach Kinder Specific)
- Beach Kinder Extreme Weather Policy (Beach Kinder Specific)

- Beach Kinder Identification and Visibility Policy (Beach Kinder Specific)
- Beach Kinder Emergency Evacuation Policy (Beach Kinder Specific)
- Beach Kinder Snake Awareness Policy (Beach Kinder Specific)
- Beach Kinder Dog Awareness Policy (Beach Kinder Specific)
- Occupational Health & Safety Policy (main kindergarten policy)
- Incident, Injury, Trauma & Illness Policy (main kindergarten policy)
- Inclusion & Equity Policy (main kindergarten policy)
- Sun Protection Policy (main kindergarten policy)
- Water Safety Policy (main kindergarten policy)
- Supervision of Children Policy (main kindergarten policy)
- Nutrition, Oral Health & Active Play Policy (main kindergarten policy)
- Road Safety and Safe Transport Policy (main kindergarten policy)

## PROCEDURES

### General

The Committee is responsible for:

- Following all requirements in Hampton Community Kindergarten's main Emergency and Evacuation Policy and the Incident, Injury, Trauma & Illness Policy
- Approving the review undertaken by the educator team of the Beach Kinder Risk Register, which identifies a number of potential hazards and risks and mechanisms for their treatment.
- Establishing, monitoring and reviewing (in consultation with educators) emergency evacuation procedures, a series of safe evacuation routes and assembly points in response to a range of potential emergency situations **[Refer to Attachment 1 for Beach Kinder evacuation procedures, routes and assembly points]**
- Ensuring emergency evacuation procedures are included in teachers' documentation carried at Beach Kinder
- Ensuring a fully equipped first aid kit is included with the Beach Kinder gear and equipment
- Ensuring all educators and volunteers are aware of the location of first-aid kit at Beach Kinder.
- Providing a fully equipped portable first-aid kit
- Developing a regular training schedule for Beach Kinder educators that includes the operation of communication systems, evacuation procedures, including evacuation routes and safe places; and occupational health and safety and first aid
- Ensuring that all children, educators, parent/guardians, students, volunteers and visitors understand the requirements of this policy including conducting practice drills.
- Ensuring new Beach Kinder educators, students and volunteers have an understanding of the Beach Kinder policy and procedures in relation to emergency evacuation in their induction procedure

Educators are responsible for:

- Ensuring the safety of the children, fellow staff members and volunteers in their care and protecting them from hazards at Beach Kinder
- Being aware of the Beach Kinder evacuation procedures set out in this policy, along with the evacuation routes and assembly points in the different emergency scenarios as set out in Attachment 1.
- Providing awareness and support to children before, during and after emergencies
- Providing input into the development of procedures to be followed in the event of an emergency situation, and contributing to the review of the procedures following an emergency incident
- Informing the committee and reporting notifiable incidents to the DEECD
- Ensuring that all children, educators and volunteers are accounted for in the event of an evacuation
- Reviewing the risk register for approval by the committee of management.

Parents/guardians are responsible for:

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of both educators 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 Beach Kinder Policy)
- Supporting children's awareness and education in emergency situations
- Following the directions of educators during an emergency, incident or drill.

## **EVALUATION**

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

- Seek feedback regarding this policy and its implementation with parents/guardians of children participating in the Beach Kinder program. This can be facilitated through discussions and the annual service survey.
- Ask educators to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and service practices to ensure they are compliant with any new legislation, research or best practice procedures.

## **ATTACHMENTS**

Attachment 1: Beach Kinder Evacuation Procedures, Assembly Points and Evacuation Routes

## **AUTHORISATION**

The Approved Provider of Hampton Community Kindergarten Inc. adopted this policy on:

07 March 2024

# ATTACHMENT 1


## Beach Kinder Evacuation Procedures, Assembly Points and Evacuation Routes.


### Evacuation Procedures


Whatever the emergency, incident or situation that necessitates the evacuation, the following procedures are to be followed by educators and volunteers

- Keep children calm
- Ensure attendance book is in the teacher's backpack along with other necessary items such as medication
- Count / check off against the attendance book to ensure all children are accounted for
- With the exception of the Excursion backpack, leave Beach Kinder gear at the site – it can be collected later
- En route to new location (see below for appropriate locations), calmly walk children in pairs, keep group close together and ensure no child deviates from the group.
- Educators/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible
- Notify emergency services if required by calling 000
- On arrival at safe assembly point, conduct a full count/roll call to ensure all children are accounted for
- Notify parents via broadcast SMS of new location for collection (if required) and notify DEECD (if required)
- 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 the same relocation procedures to return to the Beach Kinder site
- If the weather does not look like it will pass soon, a broadcast SMS should be sent to all parents, advising of the new safe location for pickup purposes.



 Main entry and exit point from the beach leading from the main beach path to Small Street which takes us back to the bus stop.

 Marks the spot where there is a shelter shed should this be required in poor weather, an emergency or evacuation.

 Identifies the path main we will use to enter and exit the beach and evacuate if need be.

**Safe Zone Assembly Points and Routes**

**A. TORRENTIAL RAIN, HAIL**

**Assembly Point B:** Picnic Shelter

Group to wait here until torrential rain and/or hail has passed and it is safe to resume normal activities

**Route:** Take shortest safe route possible

**B: ELECTRICAL STORM, EXTREME WINDS**

**Assembly Point B:** Picnic Shelter

Group to wait here until storm passes and safe to resume activities (recommend 30 minutes after electrical storm activity has ceased)

**Route:** Take shortest safe route possible

**C. ALL OTHER EMERGENCY EVACUATION SITUATIONS (when NOT necessary to evacuate**

**Hampton Beach altogether)**

**Assembly Point B:** Picnic Shelter

**Route:** Take shortest safe route possible

**D: OTHER EMERGENCY EVACUATION SITUATIONS (when NECESSARY to evacuate Hampton Beach)**

**Assembly Point C:** Corner of Small Street and Beach Road.

**Route:** Take the shortest safe route possible