

Early Learning

Emergency and Evacuation Policy

This policy **MUST** be read in conjunction with the following Uniting Organisation policy *Community & Consumer Safety & Wellbeing Policy*.

Policy Statement

Uniting Early Learning is committed to:

providing a safe environment for all children, staff, visitors, volunteers, students, and contractors participating in programs at the service;

- having a plan to manage emergency situations in a way that reduces risk to those present ensuring effective procedures are in place to manage emergency incidents at the service;
- ensuring specific evacuation procedures for children, educators and volunteers attending an early learning service Nature Program, in response to an emergency or hazard that may arise during a session.
- ensuring an appropriate response during and following emergency situations to protect and minimise risk to all present at the service.

Executive Summary

Comprehensive emergency management includes prevention, preparedness, response, and recovery to ensure the safety and wellbeing of all. Emergency management plans must be developed for each and every service based upon their local context and respond to potential emergencies that are relevant to the service. All staff at the service must be familiar and adhere with the content, procedures and responsibilities noted in the plan.

Risk assessments and the rehearsal of various emergency procedures are to be documented, conducted, and evaluated on a quarterly basis. Evacuation plans and emergency service contacts are to be displayed in prominent positions near exits, and be displayed in formats understood by educators and consumers. The plans are to include input from children and be displayed in a format and height which is accessible to children. The effectiveness of emergency and evacuation procedures is to be monitored and reviewed on a regular basis by all stakeholders, including children in a manner that is meaningful to them. Review will inform policy, procedures and manuals.

Emergency situations, if managed successfully, can be an opportunity to help support and build upon children's and staff's coping mechanisms and resilience. Each person involved in a crisis will respond differently and responses must cater to these. Strategies for recovery may require short and long term support from Uniting and external agencies. Children, staff and families will be appropriately supported and referred as deemed necessary.

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Current Environmental Context

An emergency in relation to an education and care service is 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.

Every service is to have a completed Emergency Management Plan (refer to *Attachment 17b*) reviewed and developed on a yearly basis and a copy sent to the Approved Provider. Victorian services must complete the required sections of the plan and those who are located in a [Bushfire At-Risk Region \(BARR\)](#) must be lodged with the relevant Department of Education and Training, regional office. EMP/BARR services must also send a copy of the plan to Uniting Executive Officer and Occupational Health & Safety.

All Uniting Early Learning services, listed on the BARR or operating in that fire region (see: www.education.vic.gov.au/about/programs/health/pages/bushfirerisk.aspx (25/03/2019) are identified as being at high fire risk and *must close on days declared a Code Red Fire Danger Rating Day* (refer to *Attachment 17c*). As the safety of children, their families and our staff are our highest priority, Uniting will close ALL education and care services including kindergartens, long day care and Family Day Care services whenever a Code Red Day is announced in the district where your children's service is located.

Uniting Early Learning has 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.

Attachment 17a: Responsibilities relating to Emergency and Evacuation

Attachment 17b: Department of Education and Training Emergency Management Plan template

Attachment 17c: CFA Fire danger ratings & TFS Fire danger rating forecast- Victoria & Tasmania

Attachment 17d: Evacuation Procedure

Attachment 17e: Sample Letter or Phone Message to Families

Attachment 17f: Bushfire Safety Plan and COVID

Attachment 17g: Nature Program evacuation procedures, assembly points and evacuation routes

Relevant forms can be found at [Click link](#)

Form 17.1: Emergency Drill Record

Form 17.2: Emergency Contact Template

Form 33.7: Risk Assessment

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Reference/Sources

This policy should be read in conjunction with:

Uniting Child Safety Policy – Uniting adopts the Uniting Church Australia National Child Safety Policy Framework, 2019 and the principles of this Policy Framework

Administration of First Aid Policy	Administration of Medication Policy
Delivery and Collection of Children Policy	Incident, Injury, Trauma and Illness Policy
Workplace Health, Safety & Wellbeing Policy	Staffing Policy
Supervision of Children Policy	

- Bureau of Meteorology: www.bom.gov.au
 - Children’s Services amendment Act 2019
 - Children’s Services Regulations 2020
- Country Fire Authority: www.cfa.vic.gov.au
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 97, 98, 168(2)(e)
- *Emergency Management*. Department of Education and Training, Victoria. Tutorials and online training, Guides, Templates, FAQs. Updated 13 March 2018
<http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx>
- *Managing Bushfire Risks in Centre-Based Services and Family Day Care locations*. Department of Education and Training, Victoria (updated 20 November 2018). [Click here](#)
- *Managing Emergency Situations in Education and Care Services* (2012) PSC National Alliance Children’s Services Central NSW
- Metropolitan Fire Brigade: www.mfb.vic.gov.au
- Tasmania Fire Service (TFS): <https://www.fire.tas.gov.au/>
- Tasmania State Emergency service: <http://www.ses.tas.gov.au/>
- *National Quality Standard, Quality Area 2: Children’s Health and Safety*
- State Emergency Service: www.ses.vic.gov.au
- *Tasmanian Licensing Standards for Centre Based Child Care Class 4 2014*. Standard 16 c) iv). Standard 16
- VicEmergency: www.emergency.vic.gov.au
- VicEmergency – State of Victoria-Department of Justice SmartPhone App: [Click here](#)
- Tasmanian Government - Emergency Smartphone App: [Click here](#)
- Worksafe Victoria and Tasmania; <https://www.worksafe.vic.gov.au/> and <https://www.worksafe.tas.gov.au/>
- Victorian Government - Occupational Health and Safety Act 2004: <https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/034>
- Tasmanian Government – Work Health and Safety Act 2012: <https://www.legislation.tas.gov.au/view/html/inforce/current/act-2012-001>

This policy is shared with the whole service community with opportunities to provide feedback/input

Authorisation

This policy was adopted by Uniting Early Learning on: 19/02/2021

Review

This policy is to be reviewed by 19/02/2022

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Attachment 17a: - Responsibilities relating to the Emergency and Evacuation Policy

Approved Provider

- A current emergency management plan is available at all services
- Ensure service staff have ready access to emergency equipment, such as fire extinguishers and fire blankets
- Services listed on the Department of Education (DET) [Bushfire At-Risk Register \(BARR\)](#), must complete the DET *Emergency Management Plan* and lodge this with the relevant DET regional office and attach a copy of this policy, on a yearly basis (refer to *Attachment 17b*)
- Provider and service contact details including after hours and emergency contact details are up to date at all times with DET
- Services located in a fire region and/or on the Department's BARR must ensure that on any day declared to be a Code Red day for the region in which the service is located, that the service is closed and remains closed for the duration of the Code Red day
- Ensure risk assessments are conducted to identify potential emergencies that the service may encounter (refer to Form 33.7)
- Develop instructions for what must be done in the event of an emergency (refer to *Attachment 17d & 17e*)
- Ensure emergency and evacuation floor plans are completed for each service (refer to *Attachment 17d*)
- Ensure that the emergency and evacuation procedures are documented, rehearsed and evaluated at least once every 3 months by all at the service (refer to *Form 17.1*)
- Ensure that the rehearsals of the emergency and evacuation procedures are documented and cover a variety of emergency situations, including off site evacuations (refer to *Form 17.1*)
- Ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises (refer to *Attachment 17d*)
- Ensure that those working at, or attending the service, have access to a mobile phone or similar for immediate communication with parents and emergency services, and that phone numbers of emergency services are displayed (refer to *Form 17.2*)
- Ensure the locations of first aid kits, fire extinguishers and other emergency equipment are clearly signposted
- Ensure all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations and Australian Standards e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems, emergency exit lighting and alarm or duress system
- Provide a fully-equipped portable first aid kit (see *Administration of First Aid Policy*)
- Develop a regular training schedule for staff to ensure they are able to deal with emergency situations e.g. first aid, emergency management and OHS training
- Regularly review, evaluate and update emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- Develop procedures to debrief staff following emergency incidents

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- Conduct spot checks of documentation and practices to ensure all requirements of this policy are being complied with;
 - Notify DET in writing within 24 hours of a serious incident ([refer to Glossary](#)) at the service
 - Notify DET in writing within 24 hours of a notifiable incident ([refer to Glossary](#)) at the service or an incident that requires the Approved Provider to close, or reduce the number of children attending, the education and care service for a period; or additional children being educated and cared for in an emergency (e.g. flood or fire)
 - Report notifiable incidents (see *Glossary*) in the workplace to WorkSafe Victoria/Tasmania
 - Engage with MFB and/or CFA regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plan
 - Ensure that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- Ensure that an attendance record either hard copy or electronic, is maintained to account for all children, staff and visitors attending the service
- Ensure all staff, support staff, parents, children, volunteers and students on placement understand the procedures to follow in the event of an emergency
- Ensure there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures
- Ensure all staff, support staff, parents, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation
- Develop procedures to deal with loss of critical functions, such as power/water shut off

Responsible Person

- Implement the procedures and responsibilities in this policy and the service's *Emergency Management Plan (Attachment 17b)*
- Check that the emergency evacuation procedure is displayed in prominent positions and that all attending the service are made aware of these
- Ensure that emergency telephone numbers are displayed near telephones
- Ensure that service mobile phone is charged and operational at all times
- Ensure emergency supply kits are readily accessible, up to date and not expired
- Ensure documented procedures for managing incidents and emergencies in single-staff services
- Rehearse and evaluate a variety of emergency situations with the children at least once every 3 months (or more often, as required) and ensure that these are documented and reviewed at regular team meetings. Document the details of the emergency and evacuation procedures
- Provide feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc
- Develop instructions for what must be done in the event of an emergency (refer to *Attachment 17d & 17e*)
- Complete the *Incident, Injury, Trauma and Illness Record* (refer to *Glossary*) where required
- Identify staff and children requiring additional assistance in the event of an emergency
- Keep a written record of all visitors to the service, including time of arrival and departure
- Identify potential onsite hazards and take action to manage and minimise risk (refer to *Form 33.7-Risk Assessment*)
- Inform Approved Provider of any serious or notifiable incidents (refer to *Glossary*) that must be reported to DET or to WorkSafe Victoria

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- Services located in a fire region and/or on the Department’s BARR must ensure that on any day declared to be a Code Red day for the region in which the service is located, that the service is closed and remains closed for the duration of the Code Red day
- Ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises (refer to *Attachment 17d*)
- Ensure that emergency contact details are provided on each child’s enrolment form and that these are kept up to date
- Ensure that an attendance record, either a hard copy or electronic is maintained to account for all children and educators attending the service
- Ensure all staff, support staff, parents, children, volunteers and students on placement understand the procedures to follow in the event of an emergency
- Ensure there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures
- Ensure all staff, support staff, parents, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation
- Ensure the emergency and evacuation floor plan is displayed in prominent positions and at exits from the service, and that all parents, volunteers, contract staff and relief staff are briefed and aware of the procedures
- Ensure that the *Emergency Management Plan* (refer to *Attachment 17b*) is followed in the event of an emergency.
- Test alarms and communication systems regularly, e.g. on a monthly basis
- Inform Approved Provider of any serious or notifiable incidents (refer to *Glossary*) that must be reported to DET or to WorkSafe Victoria/Tasmania
- Implement the procedures and responsibilities in this policy and the service’s *Emergency Management Plan* (*Attachment 17b*)
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- Supervise the children in your care and protect them from hazards and harm and work with team members to ensure the safety of all
- Provide support to children and staff before, during and after emergencies. Refer to EAP where appropriate

Nature Program

- establishing, monitoring, and reviewing the Nature Program Risk Register which identifies a number of potential hazards and risks and mechanisms for their treatment
- establishing, monitoring, and reviewing emergency evacuation procedures, a series of safe environment routes and assembly points in response to a range of potential emergencies.
- ensuring emergency evacuation procedures are included in the documentation carried at the Nature Program sessions.
- ensuring a fully equipped first aid kit is included with the Nature Program equipment
- ensuring all educators and volunteers are aware of the location of a first aid kit at the Nature Program
- ensuring all children, staff, parent, students, volunteers, and visitors understand the requirements of this policy including conducting practice drills
- ensuring new educators, students and volunteers understand the Nature Program procedures for emergency evacuation in their induction procedure
- ensuring the safety of the children, fellow staff members and volunteers in their care and protecting them from hazards at The Nature Program.
- informing the Approved Provider and reporting notifiable incidents to the DET
- accounting for all children, educators and volunteers during an emergency

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Educators

- Implement the procedures and responsibilities in this policy and the service's *Emergency Management Plan (Attachment 17b)*
- Identify potential onsite hazards and take action to manage and minimise risk (*refer to Form 33.7-Risk Assessment*)
 - Ensure that emergency telephone numbers are displayed near telephones
 - Ensure that service mobile phone is charged and operational at all times
 - Ensure emergency supply kits are readily accessible, up to date and not expired
- keeping lock-down areas is a state of readiness so they are safe for children, staff and visitors to be used
- Supervise the children in your care and protect them from hazards and harm and work with team members to ensure the safety of all
- Provide support to children before, during and after emergencies
- Check that the attendance record, either electronic or hard copy is completed at the beginning and end of each session/day
- Check that the emergency evacuation procedure is displayed in prominent positions and that all attending the service are made aware of these
- Rehearse emergency evacuation procedures with the children at least once every 3 months (or more often, as required) and ensure that these are documented and reviewed at regular team meetings.
- Provide feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc. Document the details of the emergency and evacuation procedures
- Attend first aid, emergency management and WHS training, as required
- Communicate with parents about emergency procedures
- Raise children's awareness about potential emergency situations and appropriate responses
 - Ensure that emergency contact details are provided on each child's enrolment form and that these are kept up to date

Nature Program

- being aware of the Nature Program evacuation procedures set out in this policy and in the Guide, 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
- carrying the Nature Program backpack to drop off point and on any excursion within the grounds.

Parents

- Become familiar with the service's emergency and evacuation policy and procedures and the service's *Emergency Management Plan (Attachment 17b)*
- Complete the attendance record, electronic or hard copy on delivery and collection of your child(ren)
- Provide emergency contact details on the child's enrolment form and ensure that this is kept up to date
- Reinforce the service's emergency and evacuation procedures with your child(ren)
- Follow the directions of staff in the event of an emergency or when rehearsing emergency procedures

Note: Volunteers, visitors, contractors and students, while at the service, are responsible for following this policy and its procedures

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Attachment 17b: Emergency Management Plan (EMP) Process

All early childhood services listed on the Victorian Department's Bushfire At-Risk Register (BARR) are required as a condition of their service approval to submit their EMP to approvedprovider@vt.uniting.org by the 25th August to be reviewed and submitted to the relevant DET regional office/NQATIS portal, all other EMP's to be submitted to the approvedprovider@vt.uniting.org by the 31st October . All Emergency Management plans are uploaded into the Uniting Intranet..

The Bushfire At-Risk Register (BARR) is available at:

<http://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx>

Plans can be submitted electronically to the relevant DET regional office at the following addresses:


- North-Eastern Victoria Region emergency.nev@edumail.vic.gov.au
- North-Western Victoria Region emergency.nwv@edumail.vic.gov.au
- South-Eastern Victoria Region emergency.sev@edumail.vic.gov.au
- South-Western Victoria Region emergency.swv@edumail.vic.gov.au

NOTE: All services are to complete and Emergency Management Plan (The Victorian Department of Education and Training *Emergency Management Plan Template for Early Childhood Services* can be used as a guide). The template is available at: <http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx>

Each service is required to send a copy of their Emergency Management Plan to the Approved Provider at approvedprovider@vt.uniting.org by 31 October.

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Attachment 17c: CFA Fire danger ratings & TFS Fire Danger Rating Forecast -Victoria & Tasmania



Stay aware of the Fire Danger Rating and know what to do.


The Fire Danger Rating predicts how a fire would behave if one started, including how difficult it would be to put out. The higher the rating, the more dangerous the conditions. The rating is your trigger to act, so to stay safe you need to stay aware of the Fire Danger Rating in your district. During the Fire season, the Fire Danger Rating will feature in weather forecasts, be broadcast on radio and TV and appear in some newspapers. It can also be found on the of CFA and VicEmergency websites or by calling the VicEmergency Hotline 1800 226 226

WHAT DOES IT MEAN?	WHAT SHOULD I DO?
CODE RED These are the worst conditions for a bush or grass fire. Homes are not designed or constructed to withstand fires in these conditions. The safest place to be is away from high risk bushfire areas.	Leaving high risk bushfire areas the night before or early in the day is your safest option – do not wait and see. Avoid forested areas, thick bush and long, dry grass. Know your trigger – make a decision about: <ul style="list-style-type: none"> – when you will leave – where you will go – how you will get there – when you will return – what you will do if you cannot leave
EXTREME Expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and will come from many directions. Homes that are situated and constructed or modified to withstand a bushfire, that are well prepared and actively defended, may provide safety. You must be physically and mentally prepared to defend in these conditions.	<ul style="list-style-type: none"> • Consider staying with your property only if you are prepared to the highest level. This means your home needs to be situated and constructed or modified to withstand a bushfire, you are well prepared and you can actively defend your home if a fire starts. • If you are not prepared to the highest level, leaving high risk bushfire areas early in the day is your safest option. • Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to cfa.vic.gov.au, emergency.vic.gov.au or call the VicEmergency Hotline on 1800 226 226.
SEVERE Expect hot, dry and possibly windy conditions. If a fire starts and takes hold, it may be uncontrollable. Well prepared homes that are actively defended can provide safety. You must be physically and mentally prepared to defend in these conditions.	<ul style="list-style-type: none"> • Well prepared homes that are actively defended can provide safety – check your bushfire survival plan. • If you are not prepared, leaving bushfire prone areas early in the day is your safest option. • Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to cfa.vic.gov.au, emergency.vic.gov.au or call the VicEmergency Hotline on 1800 226 226.
VERY HIGH HIGH LOW-MODERATE If a fire starts, it can most likely be controlled in these conditions and homes can provide safety. Be aware of how fires can start and minimise the risk. Controlled burning off may occur in these conditions if it is safe – check to see if permits apply.	<ul style="list-style-type: none"> • Check your bushfire survival plan. • Monitor conditions. • Action may be needed. • Leave if necessary.

For more information contact the VicEmergency Hotline 1800 226 226 [cfa.vic.gov.au](http://www.cfa.vic.gov.au) 

<http://www.cfa.vic.gov.au/warnings-restrictions/about-fire-danger-ratings/>

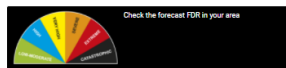
TFS - Fire Danger Rating Forecast- Tasmania



Fire Danger Rating (FDR)

The Fire Danger Rating (FDR) is a measure of the potential impact of a bushfire on any given day, based on forecast weather conditions. This summer the Fire Danger Rating will be widely broadcast on regional, state, national and international media. The fire danger rating is a key indicator of fire risk and is used to determine fire restrictions and fire bans. The fire danger rating is a key indicator of fire risk and is used to determine fire restrictions and fire bans. The fire danger rating is a key indicator of fire risk and is used to determine fire restrictions and fire bans.

We strongly urge you take the time to review and understand the Fire Danger Ratings so you can react appropriately to any FDR forecast.

Check the forecast FDR in your area 

FIRE DANGER RATING	RECOMMENDED ACTION AND POTENTIAL FIRE BEHAVIOUR AND IMPACT
CATASTROPHIC FDR 100+	ACTION: Leaving early is the safest option for your survival – regardless of any plan to stay and defend. <ul style="list-style-type: none"> • Most fires will be uncontrollable, unpredictable and fast moving. • Flames will be higher than roof tops. • Thousands of embers will be blown around. • Spot fires will move quickly and come from many directions, up to 20 km ahead of the fire. • Some people may die and be injured. Thousands of homes may be destroyed. • Well prepared, constructed and actively defended homes may not be safe during a fire unless firefighters have assessed them as defensible in the prevailing conditions.
EXTREME FDR 75-99	ACTION: Leaving early is the safest option for your survival. Only well-prepared, well-constructed and actively defended houses are likely to offer safety during a fire. <ul style="list-style-type: none"> • Some fires will be uncontrollable, unpredictable and fast moving. • Flames will be higher than roof tops. • Thousands of embers will be blown around. • Spot fires will move quickly and come from many directions, up to 6 km ahead of the fire. • Some people may die and be injured. Hundreds of homes may be destroyed.
SEVERE FDR 50-74	ACTION: Leaving early is the safest option for your survival. Only stay if your home is well prepared and you can actively defend it. <ul style="list-style-type: none"> • Some fires will be uncontrollable and move quickly. • Flames may be higher than roof tops. • Expect embers to be blown around. • Spot fires may occur up to 4 km ahead of the fire. • There is a chance some people may die and be injured. Some homes will be destroyed. • Well prepared and actively defended houses can offer safety during a fire.
VERY HIGH FDR 25-49	ACTION: Only stay if your home is well prepared and you can actively defend it. <ul style="list-style-type: none"> • Some fires can be difficult to control. Flames may burn into the tree tops. • Expect embers to be blown ahead of the fire. • Spot fires may occur up to 2 km ahead of the fire. • There is a possibility people may die or be injured. Some homes may be damaged or destroyed. • Well prepared and actively defended houses can offer safety during a fire.
HIGH FDR 12-24	ACTION: Know where to get more information and monitor the situation for any changes. <ul style="list-style-type: none"> • Fires can be controlled. • Expect embers to be blown ahead of the fire. • Spot fires can occur close to the main fire. • Loss of life is highly unlikely and damage to property will be limited. • Well prepared and actively defended houses can offer safety during a fire.
LOW-MODERATE FDR 0-11	ACTION: Know where to get more information and monitor the situation for any changes. <ul style="list-style-type: none"> • Fires can be controlled easily. • There is little to no risk to life and property.

<http://www.fire.tas.gov.au/Show?pageId=colFireDanger#FDI-guide>

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Attachment 17d: Evacuation Procedures

The following procedures can be found in the Services, Emergency Management Plan

- On-site evacuation procedure
- Off-site evacuation procedure
- Floor Plan
- Evacuation diagram
- Lock-down procedures
- Lock-out procedures
- Communication Tree

Attachment 17e: Sample Letter or phone message to families

Sample letter or phone message to families

Dear Families,

Today there has been an emergency situation at our education and care service.

TOPICS TO BE COVERED	✓
At what time?	
What happened?	
What did children see?	
What staff were present?	
What emergency services were involved?	
The outcome of the event. Are any children or staff requiring treatment (names must remain confidential)?	
<i>Follow up:</i> Will the service be operating tomorrow? How to get more information? Provide an emergency contact number for staff and families to keep updated.	

It is important this information is written down prior to calling or providing information to families so a consistent message is delivered.

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Printed hard copies of this document are considered uncontrolled.
Please refer to the Uniting Intranet/Document Management System for the latest version.

Attachment 17f – Bushfire Safety Plan and COVID

COVID-19 Advice and Resources Hub:

Link to Intranet: [COVID-19 Advice and Resources Hub - Home \(sharepoint.com\)](#)

Flowchart and guidance in response to the five different scenarios of COVID-19 impact.

Link to Intranet: [Scenario flowcharts \(sharepoint.com\)](#)

1. Preparing
2. Distant or potential exposure
3. Exposure to someone with diagnosed COVID-19
4. Cold/flu symptoms (not diagnosed with COVID-19)
5. Confirmed case of COVID-19

Early Learning Business Continuity Plans:

Link to Intranet: [COVID-19 Advice and Resources Hub - Home \(sharepoint.com\)](#)

Attachment 17g - Nature Program evacuation procedures, assembly points and evacuation routes

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

- Keep children calm
- Ensure sign-in sheet is in the backpack with other necessary items such as medication
- Count/check off against the sign-in sheet to account for all children
- Except for the backpack, leave other 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
- Educators/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 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 Nature Program site
- If the weather does not look like it will pass soon, send an SMS to all parents, advising of the new safe location for pickup.
- Refer to the service Nature Program map.

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