



Beach Kinder Emergency Evacuation Policy

NQS: Quality Area 2

Purpose

This policy is a special circumstance policy which augments the main Flinders Preschool 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 and to children

Policy statement

1. Values

Flinders Preschool is committed to:

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

2. Scope

This policy applies to children, parents, staff, committee members, authorised persons, volunteers and students on placement working at Flinders Preschool.

3. Background and legislation

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

- Fire / Bushfire
- Missing child
- 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
- The involvement of firearms or other weapons
- Medical emergency (refer to Incident and medical emergency management 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 Standards, including Quality Area 2 – Children's health and safety and Quality Area 3 – Physical environment
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

The most current amendments to listed legislation can be found at:

- Victorian Legislation: <https://www.legislation.vic.gov.au>
- Federal Register of Legislation: <https://www.legislation.gov.au>

4. Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions section of this manual.

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).

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. and 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 21).

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 policies

Sources

- Australian Standards: Planning for emergencies in facilities (AS 3745–2010) available from https://infostore.saiglobal.com/en-au/Standards/AS-3745-2010-Amdt-2-2018-122637_SAIG_AS_AS_281639
- Department of Education and Training, Guide to Preparing an Emergency Management Plan: https://www.education.vic.gov.au/Documents/childhood/providers/support/EmergencyManagementPlan_EarlyChildhood.docx
- Department of Education and Training, Emergency Management Requirements <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx>
- Country Fire Authority: www.cfa.vic.gov.au
- State Emergency Service: www.ses.vic.gov.au
- WorkSafe Victoria: www.worksafe.vic.gov.au

Kindergarten policies

- Beach Kinder Delivery & Collection of Children Policy (Beach Kinder Specific)
- Beach Kinder Extreme Weather Policy (Beach Kinder Specific)
- Beach Kinder Protective Clothing Policy (Beach Kinder Specific)
- Beach Kinder Snake Awareness Policy (Beach Kinder Specific)
- Incident, Injury, Trauma & Illness Policy (including First Aid)
- Supervision of Children Policy
- Excursion & Service Events Policy
- Sun Protection Policy
- Water Safety Policy
- Occupational Health & Safety Policy

Procedures

General

The Approved Provider is responsible for:

- Following all requirements in Flinders Preschools main Emergency Evacuation Policy and the Incident, Injury, Trauma & Illness Policy
- Establishing, monitoring and reviewing the Beach Kinder Risk Benefit Assessment 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 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 in the Beach Kinder gear and equipment
- Ensuring all teachers 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 staff that includes evacuation procedures, including evacuation routes and safe places; and occupational health and safety and first aid
- Ensuring that all children, staff, parent, students, volunteers and visitors understand the requirements of this policy including conducting practice drills.
- Ensuring new Beach Kinder staff, students and volunteers have an understanding of the Beach Kinder policy and procedures in relation to emergency evacuation in their induction procedure
- Ensuring procedures are in place at Beach Kinder to identify which staff are in attendance at any one time, such as the sign-in sheet. This can then be used to ensure that all staff are accounted for in the event of an emergency.
- ensuring that those working at, or attending the Beach Kinder program, have access to a phone for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are accessible

Staff are responsible for:

- ensuring that the emergency and evacuation plan is displayed in prominent positions and that all parents/guardians, volunteers, contractors, staff and relief staff are briefed and aware of the procedures;
- ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to Supervision of Children Policy);
- ensuring that the Emergency Management Plan (provided separately) is followed in the event of an emergency;
- ensuring the safety of the children, fellow staff members and volunteers in their care and protecting them from hazards at Beach Kinder;
- safely evacuating children and themselves in the event of an emergency situation ;
- ensuring that all children, staff and volunteers are accounted for in the event of an evacuation;
- 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; and
- informing the committee and reporting notifiable incidents to the DET.

Parents 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 Beach Kinder Policy)
- Supporting children's awareness and education in emergency situations
- Following the directions of staff during an emergency, incident or drill.

Evaluation

In order to assess whether the policy has achieved the values and purposes the committee will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Beach Kinder program. This can be facilitated through discussions and the annual centre survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre 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

Attachment 2: EMP (Emergency Contacts)

Authorisation

Endorsed by the Flinders Preschool Committee of Management on Feb 2024

Review Date

This policy will be reviewed every year and is next due for formal Committee review in **2025**, unless deemed necessary earlier.

REVIEW DATE: February 2025

NEXT REVIEW: December 2025



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 staff and volunteers

- Keep children calm
- Ensure sign-in book is in the teacher's backpack along with other necessary items such as medication
- Count / check off against the sign in book to ensure all children are accounted for
- With the exception of the teacher's 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.
- Teachers/adult volunteers to be positioned at the front and back of the group, and flanking the group where possible
- Notify emergency services if required
- 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 DET (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 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.



Safe Zone Assembly Points and Routes

The safe zone assembly points will differ depending on the nature of the emergency:

For Flinders Pier Beach

- Debribilators located at Flinders Yacht club and Flinders pier

A. TORRENTIAL RAIN, HAIL, ELECTRICAL STORM, EXTREME WINDS and ALL OTHER EMERGENCIES when not required to leave the Pier Beach altogether.		
<p>Assembly Point A: Flinders Yacht Club (marked Red Dot on the map)</p> <p>Group to wait here until torrential rain / storm and/or hail has passed and it is safe to resume normal activities (30 minutes after event has ceased to resume normal Beach Kinder program).</p>		

<p>Assembly Point B: Shelter may also be sought in the Toilet Block if the weather shows no signs of abating. (Marked with a Blue Dot)</p> <p>Route: Take shortest safe route possible</p>	 
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C. ALL OTHER EMERGENCY EVACUATION SITUATIONS (when necessary to evacuate Pier Beach altogether)

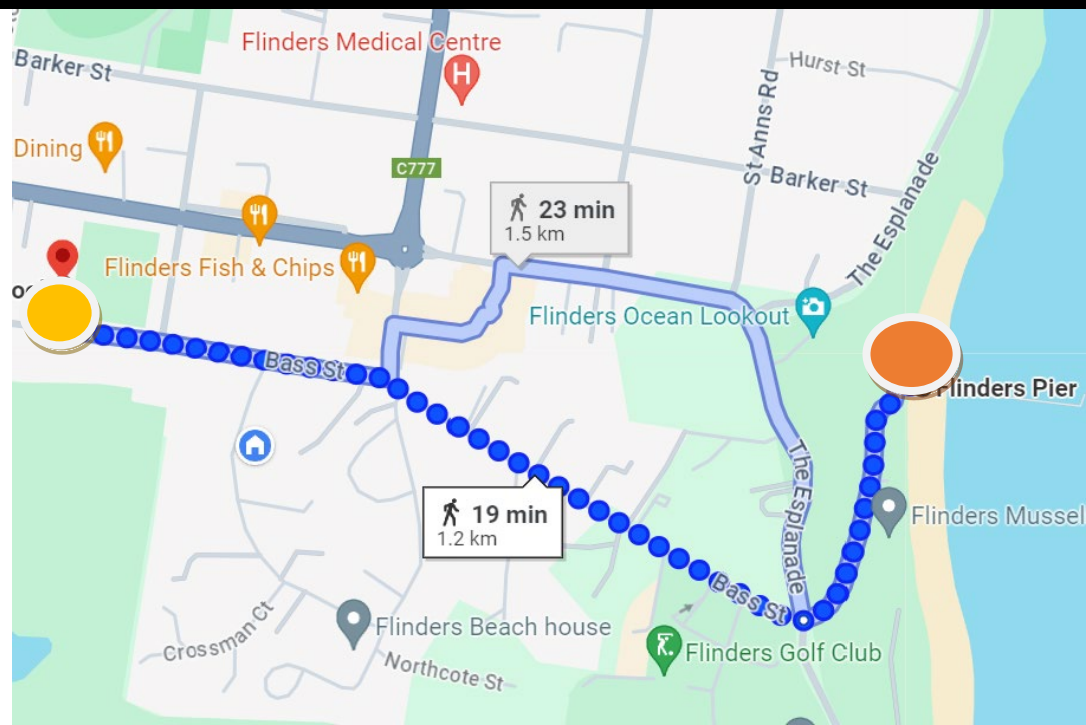
Route: Start at Assembly Point (orange marker) and walk along the road, “the Esplanade” and then around to Bass Street all the way back to the Flinders Preschool to the yellow mark. See Blue line

*Whilst this is along a road, CFA has advised that it is more desirable than up through bushland of the stairs.

Orange dot: Assembly point at Flinders Pier

Blue Line: Track to walk

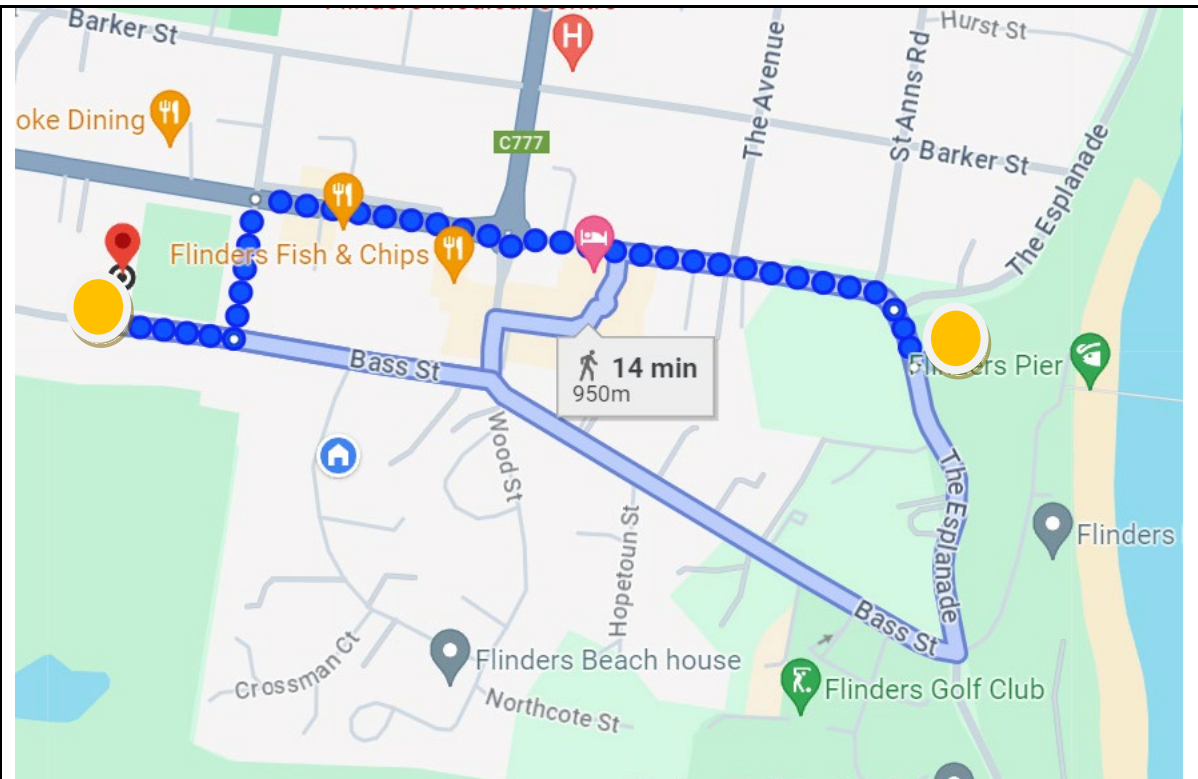
Yellow dot: Flinders Preschool



If it is necessary to evacuate Flinders Pier Beach, where possible group will evacuate back to Flinders Preschool.

Routes

Preferred Option: Start at Assembly Point (orange marker) at Flinders Pier, walk to the stairs opposite the Flinders Pier up to the George Bass Memorial, cross The Esplanade and Cook Street, Flinders, then proceed down Cook Street up to Norman Street, where you will turn left, go through the park and return to Kinder (follow the blue line).





For Flinders Ocean Beach

NOTE: As there are no permanent structures open at the Flinders Ocean Beach, Beach Kinder will not operate unless the BOM radar says there is 0% chance of rain and/or inclement weather. If there is a sudden emergency and the beach kinder is operating from the Ocean Beach – the following will apply:

A. TORRENTIAL RAIN, HAIL, ELECTRICAL STORM, EXTREME WINDS and ALL OTHER EMERGENCIES when not required to leave the Pier Beach altogether.

Assembly Point A: Old Public Toilet Block at Flinders Ocean Beach carpark 2 (marked Red Dot on the map)

Group to wait here until torrential rain / storm and/or hail / danger has passed and it is safe to resume normal activities.
Teachers to call parents/guardians to collect immediately.

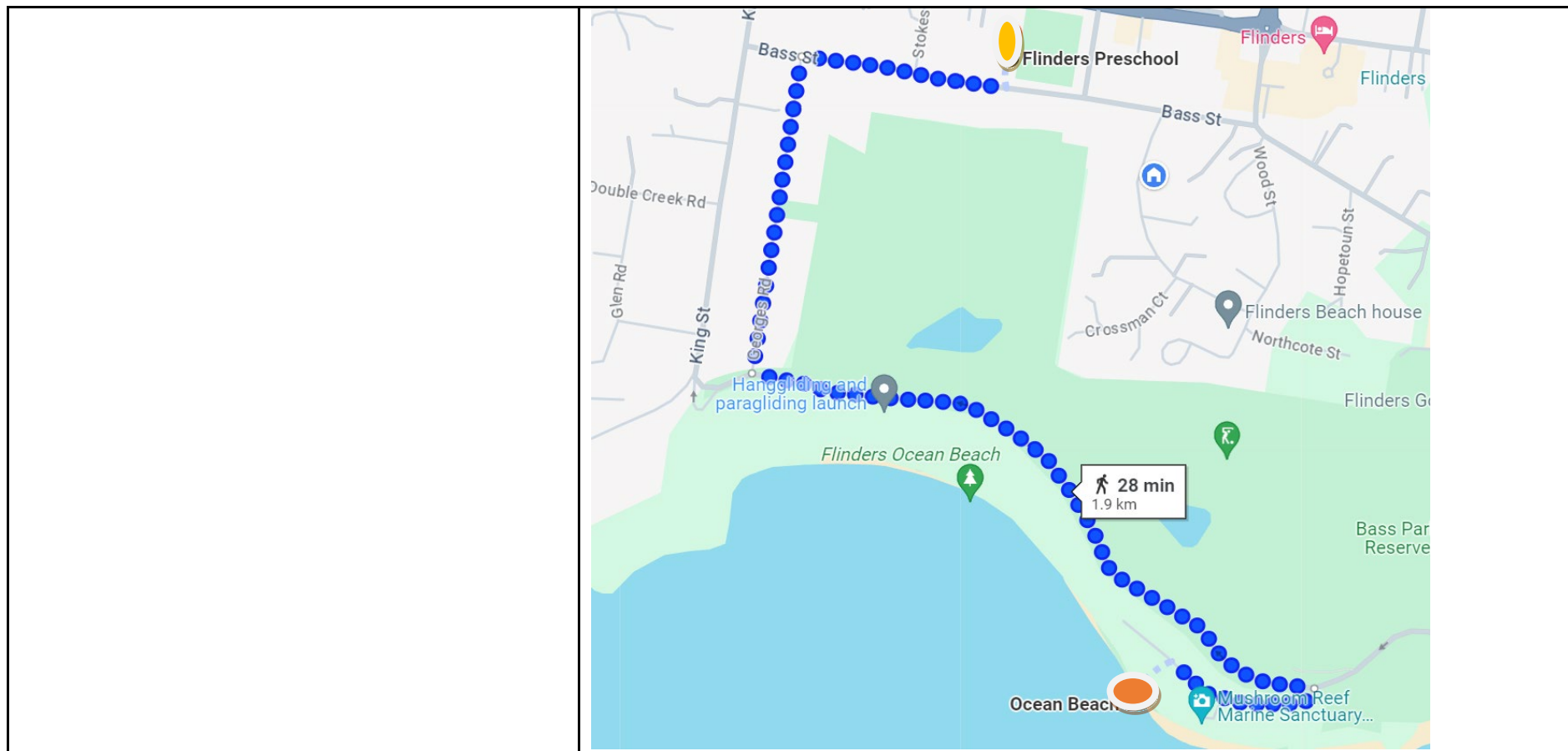
C. ALL OTHER EMERGENCY EVACUATION SITUATIONS (when necessary to evacuate Ocean Beach altogether)

If it is necessary to evacuate Flinders Ocean Beach, where possible group will evacuate back to Flinders Preschool.

Routes

Preferred Option: Walk up Flinders Ocean Beach Entry Track (red line), turn left when you arrive at Golf Links Road and stay on that all the way to the end of the Golf Course, and then turn right at Georges Road, at the end of Georges Road, turn right onto Bass Street and then follow that to Flinders Preschool. See red line on map 1 and blue line on map 2.







Attachment 2 Emergency Contacts

Emergency services

In an emergency requiring **POLICE, AMBULANCE AND FIRE SERVICES** attendance call **000**.

Service contacts

Key Roles	Name	Phone	Mobile
Approved provider or PMC	Kate Hocking Sarah Sahely		0475 421 061 0400 452 208
Nominated supervisor	Marissa Prudden	(03) 5989 0622 Mon-Wed, Fri	0457 555 605
Educational Leader	Nicole Kuc	(03) 5989 0622 Mon, Wed-Thur	0404 386 790
First Aid Officer	Natalie Gingell		0402 226 458
OHS Representative	Nicola Preece		0431 674 090
Co-Presidents	Kate Hocking Sarah Sahely		0475 421 061 0400 452 208
Vice President	Kate Campbell		0400 369 198
4-year-old group educator	Lauren Williams	(03) 5989 0622 Mon, Wed,Thur	0409 802 200
3-year-old group educator	Janine Richmond	(03) 5989 0622 Tues,Wed, Fri	0438 096 028
3-year-old group educator	Lili Fatouros	(03) 5989 0622 Tues,Wed, Fri	0450 460 968
Lunch-cover educator	Natalie Gingell		0404 386 790
Flinders General Store	Kate		5989 0207

Key organisational and Department of Education (DE) contacts

Organisation	Name	Contact number
DE Quality Assessment and Regulation Division (QARD) Area/Regional Team <i>*(See note at the end of this section regarding reporting requirements)</i>	South Eastern Victoria Region <ul style="list-style-type: none"> Southern Metropolitan Area 	(03) 8904 2500
Department of Education Region <ul style="list-style-type: none"> Manager, Operations and Emergency Management; Emergency Management Support Officer 	South Eastern Victoria Region	1300 338 738
OHS Representative	Nicola Preece	0423 507 808
Early Childhood Intervention Service	South Eastern: Jo Heaney	1800 816 057
Emergency Management and Security Services Support	Security Services Unit	1800 126 126



Local/other organisations contacts

Organisation	Contact Number
Police Station	Rosebud (03) 5986 0444 Hastings (03) 5970 7800 Frankston (03) 9784 5555
Hospital/s	Rosebud (03) 5986 0666 Frankston (03) 9784 7777 Royal Children's Hospital (03) 9345 5522 Monash Children's Hospital (03) 8572 3000
Electricity - AGL	131 245
Water Corporation – South East Water	General 131 694 Water and Sewerage Faults 132 812
Local Government – Morn. Pen. Shire Council	1300 850 600
SES (flood, storm and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089
Notify of water and fire services cut off/bridge and road closure	1800 668 511
Snake Catcher – Barry Goldsmith	0408 067 062 (03) 5975 0481
Poisons Information Centre	131 126
CFA Flinders	Nick Clarke (Captain) 0429552569 Warren Joel (1st lieutenant) - 0418 316 135 David Marshall (2nd lieutenant Community engagement officer) 0416 178 547



Attachment 3

Student information and Medical Information and emergency contacts

[To be attached – not included online.]