

FLOOD MANAGEMENT POLICY

Floods are a natural phenomenon that occur when water covers land that is usually dry. Flooding most commonly occurs from heavy rainfall when natural watercourses cannot carry the excess water. Flooding can also be caused by storm surges as a result of a tropical cyclone, or severe storm, a tsunami or even due to a dam release or fail.

Extensive flooding in 2011, led the Australian Government to introduce a standard definition of flood for certain insurance policies. For this purpose, a flood is defined as:

The covering of normally dry land by water that has escaped or been released from the normal confines of: any lake, or any river, creek or other natural watercourse, whether or not altered or modified; or any reservoir, canal, or dam.

According to Geoscience Australia, floods can have both positive and negative impacts. They can bring welcome relief for people and ecosystems suffering from prolonged drought, but also are estimated to be the costliest natural disaster in Australia.

Appropriate emergency preparedness and mitigation strategies need to be developed to ensure flooding can be a manageable hazard, especially in flood prone communities. Changes in rainfall intensity and the occurrence of severe storms and rising sea levels, however, have made many parts of Australia, especially coastal areas, a flood risk.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

97	Emergency and evacuation procedures
98	Telephone and other communication equipment
168	Education and Care Services must have policies and procedures

RELATED POLICIES

Lockdown Policy Acceptance and Refusal Authorisation Policy Arrival and Departure Policy Incident, Illness, Accident and Trauma Policy Family Communication Policy	Emergency Evacuation Policy Supervision Policy Health and Safety Retention of Records Policy
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PURPOSE

We aim to maintain children’s safety and wellbeing by developing a flood emergency plan and proactive responses to minimise the potential risks faced by children and staff of the Service during a flood.

SCOPE

This policy applies to children, families, management and visitors of the Service.

IMPLEMENTATION

Management will take effective action to ensure that the Service is as flood safe as possible. We will identify possible flood risks, engage members of the community for advice and help and ensure all staff are aware of their responsibilities and roles if required to respond to a flood emergency.

FLOODS IN AUSTRALIA

Floods are categorised according to the speed at which floodwaters rise:

Slow-onset flood: Occur by slow rise and fall of water level and usually lasts for a relatively longer period. Slow-onset floods may last one or more weeks, or even months. Due to the flood lasting for a longer period, it can lead to loss of livestock, agricultural products, roads, rail roads etc.

Rapid onset floods: Occur by a rapid rise in water level which lasts for a shorter period. The damage rapid onset floods can cause are often more destructive and pose a greater risk to life and property as people usually have less time to take preventive action prior to the flood.

Flash-Floods: Occur by a rapid rise in water level, within minutes or a few hours after heavy rainfall, tropical storm, failure of dams or levees. Flash-Flooding poses the greatest threat to life and may result in significant damage to property.

FLOOD WARNING SYSTEM

A flood warning system provides people with the ability to act in keeping safe and reducing the costs of flooding. A flood warning system includes the following elements:

Prediction: Recognition of changes in the environment that lead to flooding and the forecast of future water levels during the flood

Interpretation: Recognising in advance the effect of the predicted flood levels and the communities at risk

Message Construction: Planning the content of the message which clearly warns people of approaching flood

Communication: Distributing warning information in a timely way to people and organisations likely to be affected by the flood.

Response: Getting the appropriate protection behaviour from the community and agencies involved

Review: Reflecting on the various aspects of the system with a view to improving its performance

Flood warnings are issued by Emergency Services. The predicted extent of the flood and the amount of time available before it arrives will determine the course of action to be taken.

When there is a flood evacuation warning, educators need to prepare for possible emergency evacuation and implement the procedures effectively to ensure the safety of all children, staff, families and visitors in the Service.

MANAGEMENT AND EDUCATORS

To ensure compliance with National Regulations our Service will ensure:

- a risk assessment to identify local risks associated with the impact of flooding is completed annually in collaboration the SES (State Emergency Services) 132 500 (SA)
- hazards within the Service that may be harmful to children or staff during a flood are identified in the risk assessment
- families are aware of the Flood Management Policy and emergency evacuation procedures
- emergency evacuation plans are displayed in prominent positions near each exit and in the indoor and outdoor learning environments
- clear procedures are in place for when a flood warning occurs to ensure the safety of educators, children and families
- emergency evacuation rehearsals (drills) will be practiced every three months, including identifying a designated assembly point and place of refuge in case of flooding
- a range of possible flood scenarios are included in evacuation drills
- each drill is documented
- emergency telephone numbers will be clearly displayed in prominent positions within the Service
- emergency contact details of all children are updated regularly
- strategies to implement emergency plans are discussed and documented at each staff meeting and included in the Quality Improvement Plan (QIP)
- counselling services are provided to employees and their family members affected by flooding
- the Service is fully insured

BEFORE A FLOOD

MANAGEMENT AND EDUCATORS WILL

- Continue to visit Bureau of Meteorology to check current flood and weather warnings.
<http://www.bom.gov.au/>
- Refer to the SES State Flood Plans which outline arrangements for responding to floods in SA.
<https://www.ses.sa.gov.au/site/flood.jsp>

- Contact families to come and collect their child/ren once emergency services have confirmed it is safe to do so
- Download the local flood plans <https://www.ses.nsw.gov.au/your-local-risk/>
- Be familiar with the warning levels and what action needs to be taken during a flood
- Ensure the removal of leaves, debris and other items that can enhance flooding (eg: check gutters and drains)
- Become familiar with the emergency evacuation plan identifying routes and safe locations if evacuation is required (note: this may be different for a flood situation)
- Prepare the Emergency Evacuation Kit
- Ensure an up to date emergency contact list for all children is included in the Emergency Evacuation Kit
- Organise sandbags and sand
- Place chemicals on a high shelving to reduce contamination of flood water
- Talk to the children about the flood, using simple words that children can understand
- Contact families to come and collect their child/ren once emergency services have confirmed it is safe to do so

DURING A FLOOD

MANAGEMENT AND EDUCATORS WILL

- Act quickly
- Monitor current flood warnings in the local area
- Liaise with Emergency Services instructions and react to changing conditions
- Turn off electricity, water and gas
- Place sandbags in the toilet bowls and over shower and bath outlets to prevent backflow of sewerage into the Service
- Lock all doors and take recommended evacuation routes for the local area
- Contact emergency services to ensure the relocation area is safe before proceeding
- Evacuate the Service immediately and relocate to clearly defined area as discussed with emergency services and clearly identified in the Service's Emergency Evacuation Plan
- Keep families updated regularly of the relocation site

IF IT'S TOO LATE TO LEAVE DURING A FLOOD

MANAGEMENT AND EDUCATORS WILL

- Continue to seek advice from emergency services
- Remain calm
- Move to higher ground and avoid standing in flowing or rising water
- If time permits, stack possessions, equipment and resources onto benches and tables
- Ensure that if flowing water is above the ankles, STOP! Turn around and go another way
- Avoid entering flood waters, if you must do so ensure you and the children are wearing solid shoes and check depth with a stick.

AFTER THE FLOOD

MANAGEMENT AND EDUCATORS WILL

- Stay tuned to local radio stations for official warnings and advice
- Wait until emergency services have declared the area safe before entering the flood zone
- Do not enter the Service until the water has dropped below floor level
- Do not let children play in or near floodwater
- Stay away from drains
- Wear rubber boots or rubber soled footwear and rubber/leather gloves when entering the Service
- Check with electricity, gas and water establishments to determine if the supplies to the Service and local area has been affected and if it safe for them to be turned on
- Be aware of damaged power lines, bridges, buildings, trees surrounding the Service
- Contact families or emergency contacts to confirm the location and safety of the children
- If possible, take photographs for insurance claims
- When safe and convenient, clean or discard contaminated toys & equipment

SOURCE

ABC Emergency: Plan for an emergency – Flood <https://www.abc.net.au/news/emergency/plan-for-an-emergency/flood/>

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Attorney General's Department (2009) *Flood Preparedness* Australian Emergency Manual Series

Australian Government: Geoscience Australia <http://www.ga.gov.au/scientific-topics/hazards/flood/basics>

Floods: Warning, Preparedness and Safety

http://www.bom.gov.au/australia/flood/EMA_Floods_warning_preparedness_safety.pdf

Queensland Government Natural disaster resources <https://education.qld.gov.au/initiativesstrategies/Documents/children-natural-disaster-strategies.doc>

PSC National Alliance (2012) Managing Emergency Situations in Education and Care situations <https://www.echr.edu.au/docs/default-source/resources/ipsp/managingn-emergency-situations-in-education-and-care-services.pdf?sfvrsn=8>

SES – NSW State Emergency Services <https://www.ses.nsw.gov.au>

REVIEW

POLICY REVIEWED	JANUARY 2020	NEXT REVIEW DATE	JANUARY 2021
MODIFICATIONS	<ul style="list-style-type: none"> • introduction to policy additions • related policies added • sources checked for currency • additional sources added • additions and edits to implementation of policy 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
DECEMBER 2018	<ul style="list-style-type: none"> • New Policy created to support Services in managing a flood event 	JANUARY 2020	