



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

POLICY NAME: EMERGENCY AND EVACUATION

POLICY STATEMENT

Emergency and evacuation situations in early education and care services may arise for a variety of reasons, often suddenly and unexpectedly. Our Service has a duty of care to maintain the safety and wellbeing of each child, educator, and all persons using or visiting the service during an emergency or evacuation situation. We are committed to identifying risks and potential hazards of emergency and evacuation situations and planning for their reduction or minimisation by:

- Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations.
- Developing specific procedures around each potential emergency situation and ensuring full awareness by all children and staff.
- Ensuring regular rehearsal and evaluation of emergency and evacuation procedures.

BACKGROUND

The Education and Care Services National Regulations requires Approved Providers to ensure their services have policies and procedures in place for possible emergency and evacuation situations. Our Emergency and Evacuation Policy means that our staff, families, and the community can be confident that all emergency situations have been carefully prepared for in order to minimize risk to all involved.

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to persons, or damage to the Service's premises. Emergency situations may pose a risk to an individual's health and safety. Circumstances under which an emergency evacuation or lockdown will occur may include:

- Fire.
- Flood.
- Natural weather event, for example a dust storm.
- Dangerous animal, for example snake.
- Intruder.

OVERALL STRATEGIES / HOW WILL IT BE DONE?

RISK ASSESSMENT

- A risk assessment is conducted to identify potential emergencies relevant to our service.
- The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance that may affect the safe evacuation or lockdown of children.
- The risk assessment is to be stored safely and securely and kept for a period of 3 years.
- All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our service.

EMERGENCY AND EVACUATION PROCEDURES

We have set procedures to follow in the event of any emergency requiring evacuation or lockdown. These procedures comply with regulatory requirements and are consistent with recommendations by recognised authorities. They are designed to ensure an efficient, safe, and calm procedure for all children, staff, families, and visitors.

The emergency and evacuation procedures set out:

- Instructions for what must be done in the event of an emergency.
- An emergency and evacuation floor plan.
- The person who discovers the emergency will either:
 - Blow the whistle three times if an evacuation is required
 - Blow the whistle once if a lockdown is required and call "DUST STOM", "SNAKE, SNAKE, SNAKE (and states where the snake is)" or the code word for intruder.
- The person who discovered the emergency will notify the Nominated Supervisor, so that they can determine and implement control measures and ensure that the relevant procedure is followed.
- The Nominated Supervisor or Approved Provider will make the final call regarding whether to evacuate the premises or commence a lockdown, due to an emergency situation.
- The Nominated Supervisor will contact the emergency services and follow their guidance.
- In the event of an evacuation:



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

POLICY NAME: EMERGENCY AND EVACUATION

- All children and adults to assemble at the evacuation/emergency assembly area.
- In the event of a lockdown:
 - The Nominated Supervisor to ensure the service is secure by locking all entry and exit points.
- The Nominated Supervisor to ensure the below items are collected:
 - Emergency bag, to include:
 - Suitable stocked First Aid kit.
 - Medical management plans.
 - Emergency and Evacuation floor plan.
 - Details of each emergency procedure.
 - Emergency contacts list for children and staff.
 - Whistle.
 - Emergency box (for use in real situations rather than a drill), to include:
 - Bottled water and non-perishable snacks (including baby options).
 - Nappies, wipes and nappy bags.
 - Gloves.
 - Hand sanitizer.
 - Sunscreen and hats.
 - Resources to entertain children.
 - Any required medication.
 - Mobile phone.
- The Nominated Supervisor to check children attendance record and staff and visitor record and ensure everyone is accounted for.
- Educators to remain calm and reassure children
- Once emergency services arrive, Nominated Supervisor to organise for all contact parents/guardians or emergency contacts to be informed of emergency
- If an evacuation occurred, await instructions from relevant emergency services for re-entering the premises. If re-entering isn't possible then the Nominated Supervisor will organise for all children to be collected by a parent/guardian or authorised nominee.

THE EMERGENCY MANAGEMENT FOLDER

This is available for all staff and on Teams and contains:

- Detailed risk assessment and control measures of potential emergencies that the service may be exposed to.
- Detailed, specific procedures to follow in the event of any emergency including:
 - Evacuation
 - Lockdown, due to:
 - Natural weather event, for example a dust storm.
 - Dangerous animal, for example snake.
 - Intruder.
- The emergency and evacuation floor plan, which are also displayed in a prominent position near all exits to each service.
- Emergency telephone numbers, which are also clearly displayed throughout the service.

EMERGENCY AND EVACUATION DRILLS

- As part of each child's enrolment form, parents/guardians will sign to say that they understand that their child will participate in emergency and evacuation drills.
- Each emergency and evacuation procedure is to be rehearsed every three months without notice, at different times of the day, in accordance with the Education and Care Service National Regulations.
- The Nominated Supervisor will consider a variety of practice styles such as scenarios in the classrooms, kitchen and outdoors.
- After the drill, the Nominated Supervisor is to complete the Emergency Evacuation Drill Form, ensuring to provide relevant details including:
 - Date and time of drill



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

POLICY NAME: EMERGENCY AND EVACUATION

- How many people were in the building according to attendance registers.
- How many people were evacuated/placed in lockdown.
- Time taken to evacuate/lockdown.
- What simulated emergency conditions (if any).
- Any problems encountered.
- Weather conditions.
- Any additional notes.
- The Nominated Supervisor will reflect on the success of each drill with all staff members and consider any changes that need to be made for future evacuations or lockdowns.
- This documentation is kept for a minimum of three years.

CLOSURE OF THE SERVICE

- There may be times where the normal operation of the service is disrupted due to an emergency and the service is required to close temporarily. Situations that affect the normal operation include:
 - A local emergency which poses a risk to the health and safety of children attending the service.
 - Where the service is inaccessible or is unsafe for children or staff.
 - The emergency services/Regulatory Authority have directed the service to close.
- Our Service will ensure families are informed of emergency closures as soon as practicable to ensure immediate collection of children.
- Our Service will notify the regulatory authority of the service closure within 24 hours of an incident via the [NQA-ITS](#).
- Our Service will notify the Department of Education through CCS Software or PEP of the Service closure within 24 hours.

DEALING WITH TRAUMA

Emergencies can be extremely stressful, and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many different ways. Children look to adults for reassurance, care and opportunities to share their feelings and so educators will discuss with children, as developmentally appropriate, any emergency that has taken place.

Staff members are encouraged to seek support from the Employee Assistance Program: eapassist.com.au or phone: 0407 086 000. Our service will also ensure counselling services are made available to any child, staff member or family member who is effected by the emergency and requires additional support

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER WILL:

- Ensure there are policies and procedures in place for emergency and evacuation and take reasonable steps to ensure those policies and procedures are followed.
- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure educators (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Emergency and Evacuation Policy, their responsibilities in implementing it, and any changes that are made over time.

THE NOMINATED SUPERVISOR WILL:

- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Ensure all staff, visitors and children are aware of emergency evacuation points and assembly areas.
- Ensure that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- Ensure all children, educators, staff and visitors are accounted for during an evacuation or lockdown.
- Conduct an annual risk assessment to identify potential emergencies that are relevant to the service and will review the risk assessment after becoming aware of any circumstance that may affect the safe evacuation of children from the service.
- Consult with relevant stakeholders/authorities for advice and guidance to improve risk mitigation strategies as part of our emergency and evacuation plan (police, fire, parents/families).
- Ensure a large emergency cot is to always be available in the event of an evacuation and I swell maintained. This is to be used for any children not walking during evacuations.



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

POLICY NAME: EMERGENCY AND EVACUATION

- Ensure emergency whistles are provided in designated areas throughout the service and that they are only used in emergency situations.
- Ensure emergency evacuation floor plans clearly show the defined assembly points and ensure these are displayed in prominent positions near each exit at the service.
- Ensure all exits have exit signs clearly visible and are unobstructed.
- Ensure emergency drills are conducted every 3 months and are appropriately documented.
- Ensure reflection regarding the success of the drills informs continuous improvement strategies.
- Ensure an emergency bag and box are always readily available and equipped with necessary supplies.
- Ensure at least one staff member who holds current ACEQCA approved first aid qualifications, approved anaphylaxis management and emergency asthma management training is in attendance at all times.
- Ensure all fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout the service will be inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851-2012: Maintenance of Fire Protection Systems and Equipment. All tests performed on emergency equipment and the date on which it was tested will be recorded on a label or metal tag attached to the unit.
- Ensure access to an operating telephone/mobile at all times and that emergency telephone numbers are displayed in prominent positions.
- Ensure all emergency contact details on each child's Xplor profile are kept up-to-date.
- Make a notification of a serious incident to a regulatory authority (within 24 hours) via the [NQA-ITS](#), when:
 - Emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.
 - Following an incident that poses a risk to the health and safety of children attending the service.
- Ensure the Emergency Management folder in SharePoint is kept updated and can be accessed by all relevant staff.

EDUCATORS WILL:

- Ensure a thorough understanding of each procedure and follow the relevant procedure for the specific emergency.
- Ensure the Service Attendance Record and Xplor accurately records attendance, including the time of arrival and departure of each child.
- Sign yourself in/out on the staff attendance record.
- Check the number of children regularly throughout the day by conducting head counts and roll calls.
- Provide children with learning opportunities about emergency evacuation procedures.
- Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.
- Assist the Nominated Supervisor in identifying risks and potential emergency situations and developing procedures to lessen the risks associated with emergency evacuations.
- Ensure an awareness of the placement of the phone/mobile and emergency equipment.
- Support the Nominated Supervisor to gather required supplies in the event of an evacuation or lockdown.

FAMILIES WILL:

- Provide emergency contact details on their child's enrolment form and ensure that these are kept up to date.
- Follow the directions of staff in the event of an emergency or when rehearsing emergency procedures.
- Ensure the attendance record for their child is completed upon arrival and departure of the service.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Emergency and Evacuation Policy will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance, and culture
Standard 3	Families and communities are informed and involved
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training
Standard 10	Policies and procedures document how the organisation is child safe.

NATIONAL QUALITY STANDARD (NQS)



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

POLICY NAME: EMERGENCY AND EVACUATION

QUALITY AREA 2: CHILDRENS 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, practiced 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 AND NATIONAL LAW

Sec. 174(2)(a)	Serious incident - Any emergency for which emergency services attended
Sec. 174(2)(c)	Any circumstance at the service that poses a risk to the health, safety or wellbeing of a child attending the service
4	Definitions "multi-storey building" and "storey"
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
136	First aid qualifications
168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures
175	Prescribed information to be notified to Regulatory Authority

STATUTORY LEGISLATION & CONSIDERATIONS

[Education and Care Services National Law Act 2010 \(Amended 2023\)](#)

[Education and Care Services National Regulations \(Amended 2023\)](#)

[Work Health and Safety Act 2011](#)

SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.

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

Australian Children's Education & Care Quality Authority (ACECQA). (2023). [Guide to the National Quality Framework](#).

Australian Children's Education & Care Quality Authority (ACECQA). (2019). [Emergency and Evacuation. Policy Guidelines](#).

Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0, 2022.\

Australian Standards: Emergency Control Organisation for Buildings, Structures and Workplaces (AS 3745-2010).

Department of Education. (2019). Incident Notification and Response.

Fire Protection Association Australia: www.fpaa.com.au/

Fire System Services: <http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).

Guide to the National Quality Framework. (2017). (Amended 2023).

NSW Department of Education. (2023). [Emergency Planning, Management, Response and Recovery](#)

NSW Rural Fire Service: www.rfs.com.au

Revised National Quality Standard. (Amended 2023).

RELATED POLICIES

- Acceptance and Refusal of Authorisation Policy
- First Aid Policy



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

POLICY NAME: EMERGENCY AND EVACUATION

- Arrival and Departure Policy
- Enrolment and Orientation Policy
- Family Participation and Communication Policy
- Incident, Injury, Trauma and Illness Policy Privacy, Confidentiality and Children's Records Policy
- Providing a Child Safe Environment Policy
- Sun Safety Policy
- Supervision Policy

RELATED DOCUMENTS

Emergency and Evacuation Drill Form	Emergency and Evacuation Response Exercise – Observation Checklist
Emergency and Evacuation Floor Plans for each service	Emergency Telephone Numbers List
Emergency and Evacuation Procedures	Risk Assessment for Potential Emergencies
Emergency and Evacuation Response Exercise – Debrief and Report	

POLICY AUTHORISED BY	Prue Ritchie	POLICY REVIEWED	10/05/24
NEXT REVIEW DATE	10/05/25		
MODIFICATIONS	<ul style="list-style-type: none"> • New policy format • Child Safe Standards added • Regulation amendments incorporated • Additional information added regarding closure of the service and dealing with trauma. 		
PREVIOUS REVIEW			
POLICY AUTHORISED BY	Prue Ritchie	DATE	January 2021