



# Emergency and Evacuation Policy

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for emergency and evacuation and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

Emergency and evacuation situations in early education and care services may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency situation arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Ensuring that Educators and children know what to do in an emergency situation requires vigilant planning and practice. Regularly practicing the drills for emergency situations provides an opportunity to help support and build on children’s coping mechanisms and resilience.

## National Quality Standard (NQS)

Quality Area 2: Children’s Health and Safety		
2.2	<b>Safety</b>	Each child is protected
2.2.1	<b>Supervision</b>	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	<b>Incident and emergency management</b>	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	<b>Management Systems</b>	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	<b>Roles and responsibilities</b>	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Education and Care Services National Regulations	
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 are to be followed
171	Policies and procedures to be kept available

## RELATED POLICIES

Acceptance and Refusal Authorisation Policy

Health and Safety Policy

Administration of First Aid Policy

Incident, Injury, Trauma and Illness Policy

Arrival and Departure Policy

Lockdown Policy

Child Safe Environment Policy

Retention of Records Policy

Enrolment Policy

Supervision Policy

Family Communication Policy

## PURPOSE

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 by conducting thorough risk assessments on an annual basis and continually plan for further risk minimization and improvement to our policy and procedures.

## SCOPE

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

## IMPLEMENTATION

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 environment. It is a risk to an individual's health and safety. It is important that Services define emergencies that are specific to their environment.

An emergency is any event or situation where there is an imminent or severe risk to the health, safety or wellbeing of children at the service. (Guide to the NQF).



Circumstances under which an emergency evacuation will occur may include:

- Fire within the building or playground
- Fire in the surrounding area where the service is in danger (If you are unsure how close the fire is call; Local Fire Station: [\(08\) 8087 2233](tel:0880872233). Alternatively find and download a Fire Service app such as Fires Near Me (NSW), as telephone services can be disrupted during fires.
- Flood (call State Emergency Service – [13 25 00](tel:132500))
- Cyclone, severe storm or dust storm or other natural weather event
- Dangerous animal, insect or reptile
- Terrorist threat
- Other circumstances may include: gas explosion, traffic accident or event which could render the building unsafe (eg. Earthquake).

**To ensure compliance with National Regulations and National Law, our Service will ensure that:**

- Emergency and evacuation policies and procedures are available for inspection at the Service's premises at all times.
- The Approved Provider will conduct an annual risk assessment to identify potential emergencies that are relevant to the service.
- Relevant stakeholders / authorities are consulted for advice and guidance to improve risk mitigation strategies as part of our emergency and evacuation plan (police, fire, parents/families)
- Consideration is made to evacuate infant/s and non-ambulant children evacuating the premises.
- Emergency evacuation plans are displayed in prominent positions near each exit at the Service including both the indoor and outdoor learning areas.
- The emergency and evacuation procedures include instructions for what must be done in the event of an emergency
- Emergency evacuation plans include a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes from all locations within the Service.
- All exits have signs clearly visible
- There are no obstructions in hallways, stairways or emergency exits.
- All educators, including casual/relief educators and staff members, are familiar with our Emergency and Evacuation Policy, procedures and regulatory requirements.



- New staff, volunteers and students are provided with information and training about our Emergency and Evacuation Policy and procedures during induction.
- All staff, visitors and students are aware of emergency evacuation points and assembly areas.
- National Regulations state that emergency evacuation rehearsals (drills) are to be practiced and reviewed every three months by the responsible person, all staff members, volunteers, and children present on the day.
- Each time a planned or spontaneous emergency evacuation drill is performed it is to be timed and documented in the *Emergency Evacuation Rehearsal Record*.
- After reflection, notes on any areas that need improving or revising are to be documented in the *Emergency Evacuation Rehearsal Record*. Educators will discuss and implement strategies to make continuous improvement to procedures which will be documented in the Service's Staff Meeting minutes.
- In the event of limited educators (e.g. early morning or late afternoon), staff members are to work together to perform the duties as per the evacuation plan (the roster must include a Responsible Person being on the premises at all times to take responsibility and delegate duties). This scenario will be discussed and documented in the Service's Staff Meeting Minutes (WHS)
- Children are provided with age-appropriate support and information before, during and after emergency and evacuation rehearsals (drills)
- All staff are aware of their roles and responsibilities in the event of an emergency situation.
- Regular communication with families includes information about emergency and evacuation procedures.
- Families are informed when a rehearsal or drill has occurred.
- Emergency evacuation bag is located in a prominent position next to the staff sign in sheets.
- Emergency evacuation bag is regularly audited and restocked as required.
- An up-to-date register of Emergency telephone numbers for children is maintained. A copy of the current list will always be available in the Emergency Evacuation Bag
- Portable First Aid Kits are readily available in case of an emergency evacuation
- At least one staff member or one Nominated Supervisor who holds current ACECQA approved first aid qualifications, approved anaphylaxis management and emergency asthma management training is in attendance at all times.
- Medical Management Plans for children are able to be accessed easily.
- Children's medication is collected during an evacuation.



- 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*.
- ensure smoke detectors are regularly tested and batteries replaced annually
- staff and educators have access to an operating telephone or other means of communication at all times (mobile phone)
- emergency telephone numbers will be displayed prominently throughout the Service in the kitchen, office, staff room and each area where children are educated and cared for.
- our emergency telephone list (located next to the telephone) includes the numbers for:
  - o Police
  - o Local fire station
  - o State Emergency Services (SES)

### **Emergency and Evacuation Procedures Guidelines**

As per regulation 97, the emergency and evacuation procedures must set out-

- a) Instructions for what must be done in the event of an emergency; and
  - b) An emergency and evacuation floor plan
- The Nominated Supervisor/Approved Provider will make the final call to whether to evacuate the premises due to an emergency situation.
  - Contact 000 for local emergencies – provide name, address and nearest cross street, reason for evacuation, phone contact number, number of children and adults evacuating.
  - Guidance will be provided by the relevant emergency service (Fire service, SES, Police)
  - Move all children and visitors to identified evacuation/emergency assembly area as indicated on the *Emergency Evacuation Plan*
  - Collect Emergency Evacuation Bag, Medical Management Plans and associated children's medication
  - Collect First Aid Kit
  - Check daily attendance record and visitor record
  - Once children are safely evacuated, administer first aid if required
  - Remain calm and reassure children
  - Once emergency services arrive, contact parents/emergency contacts



- Await instructions from relevant emergency services for re-entering premises or alternative evacuation procedure.

### **Important:**

Following the emergency evacuation, the educator will complete an *Emergency Evacuation Incident Report* and an *Incident, Injury, Trauma and Illness Record*. The approved provider will make a notification of a serious incident to a regulatory authority (within 24 hours) through the NQA IT System 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.

### **Families will:**

- ensure contact details are kept up-to-date
- provide emergency contact details on their child's enrolment form and advise the service of any change of name or phone number
- ensure the attendance record for their child is completed each day
- ensure they are aware of the service's *Emergency and Evacuation Policy* and procedures
- follow the directions of the Approved Provider/Incident Manager in the event of an emergency or evacuation

### **Dealing with Trauma**

Emergencies and natural disasters are 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. It is important for educators to understand the impact of disasters and seek help when needed.

The Approved Provider/Nominated Supervisor will support educators to provide information to parents and families following any emergency or natural disaster including:

- Will the service be open in the days and weeks ahead?
- How to find alternative care and education
- How to contact services for support with dealing with trauma



Several organisations offer support for educators in these situations:

### Emerging Minds

BeYou- [Trauma informed practice](#)

### Preparing for an emergency

Australian Government Department of Education, Skills and Employment Resources

<https://www.dese.gov.au/child-care-package/ccp-resources-providers/help-emergency>

Australian Government Bureau of Meteorology <https://www.bom.gov.au>

### Jurisdiction specifications for NSW

New South Wales (NSW)
<ul style="list-style-type: none"><li>• NSW Police: <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a></li><li>• NSW Rural Fire Service: <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a></li><li>• NSW State Emergency Services: <a href="http://www.ses.nsw.gov.au">www.ses.nsw.gov.au</a></li></ul>

### Source

- Australian Children’s Education & Care Quality Authority. (2014).
- Australian Children’s Education & Care Quality Authority. (2021). Policy and procedure guidelines- *Emergency and evacuation guidelines*.
- Australian Government Department of Education, Skills and Employment (2020). Help in an emergency
- Australian Government – Emergency Services: <http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>
- Early Childhood Australia Code of Ethics. (2016).
- [Education and Care Services National Regulations](#). (2011).
- Fire Protection Association Australia: [www.fpa.com.au/](http://www.fpa.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).
- Guide to the National Quality Framework (2017). (Amended 2020).
- NSW Rural Fire Service: [www.rfs.com.au](http://www.rfs.com.au)
- Revised National Quality Standard. (2018).
- *Work Health and Safety Act 2011*.



## Review

Policy Reviewed	Modifications	Next Review Date
January 2017  Aug 2017	Have updated and included Emergency Evacuation requirements outlined in the National Regulations Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes.	January 2018
October 2017	Updated the references to comply with revised National Quality Standard	January 2018
January 2018	<ul style="list-style-type: none"> <li>- Minor adjustment in Education and Care Services National Regulations section</li> <li>- Added related policy section</li> <li>- Adjustment on page two in respect of revised NQS</li> </ul>	January 2019
January 2019	<ul style="list-style-type: none"> <li>- Added to display emergency numbers throughout the service.</li> <li>- Rearranged order of some points for better flow</li> <li>- Sources/references updated, corrected and alphabetized.</li> <li>- Added to download Fires Near Me (NSW) app as telephone services may be disrupted during fires.</li> <li>- Updated Jurisdiction specifications for state details.</li> </ul>	January 2020
January 2020	<ul style="list-style-type: none"> <li>- Additional information added to introduction</li> <li>- Purpose modified</li> <li>- Additional information added to content</li> <li>- Sources updated</li> </ul>	January 2021
May 2021	<ul style="list-style-type: none"> <li>- Restructure of policy – some sections moved for better flow</li> <li>- Deleted repetitive points</li> <li>- Added Procedure guidelines</li> <li>- Additional section – Dealing with Trauma</li> <li>- Sources checked for currency</li> </ul>	May 2022
September 2022	<ul style="list-style-type: none"> <li>- Policy reviewed and included suggested guidelines from ACECQA <i>Emergency and Evacuation Policy Guidelines</i> (June 2021)</li> <li>- Additional legislative requirements added</li> <li>- Additional related policies</li> <li>- Additional section added – Families will</li> </ul>	February 2023

Signature of Director: \_\_\_\_\_

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