

Policy Statement

This policy acts to ensure that:

- Our service places high importance on preparing our staff and educators to assess and manage emergency situations to ensure their safety and wellbeing and that of all children, families and visitors in our environment
- Our service is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation
- Ongoing review of planned actions around handling emergency situations includes
 - Conducting ongoing risk assessments and reviews of all potential emergency and evacuation situations
 - Developing specific procedures around each potential emergency situation and ensure full awareness by all staff
- Regular rehearsals and evaluations of emergency and evacuation procedures are conducted to maximise the safety and wellbeing of children and educators during an emergency situation

Explanation

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency evacuation situation, the safety and wellbeing of the educators, children, families and any visitors to the service, home or venue are paramount.

Our Service and educators will consider emergency situations within local contexts and develop suitable plans based around risk assessment outcomes using local and state based authorities and resource agencies.

Goals

- To ensure clear procedures are in place for emergency and evacuation situations to prioritise the safety and wellbeing of those using our service

Definitions

Chief Warden

The chief warden is responsible for the management and direction of emergency procedures at the service, home or venue

Policy Created
February 2016

Policy Last Updated
December 2024

Policy Review Date
November 2026

Emergency Evacuation Plans

An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults.

Emergency Lockdown Plans

A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved. Situations where a lockdown is required may take time to be resolved so where possible areas selected should allow for easy access to, food, water, toilets, and space for children to participate in quiet activities.

Emergency Relocation Plans

The Relocation Plan should follow the evacuation plan. Each service should nominate a relocation premises at the end of their Evacuation Plan. During any emergency, relocation should not occur until the relocation site has been deemed safe by emergency services. CCEL will seek advice from emergency services prior to services operating during any period of emergency including floods, storms and other local emergencies.

Critical Incident

A critical incident is any incident or sequence of events which overwhelm the normal coping mechanisms of the service. Critical incidents are abrupt, powerful events that fall outside the range of ordinary human experiences

Strategies

Planning for an Emergency Evacuation

Assessment of a Service

- Conduct an initial risk assessment of each service, home or venue prior to approval to assist in identifying potential emergencies relevant to the residence or venue
- Conduct annual risk assessments for each service, home or venue to review and refine emergency and evacuation procedures for their service, including medical emergency situations
- Provide educators with support and training in the establishment of emergency evacuation procedures for their services, residences or venues based on the information in the service's current policy
- Provide educators with a current list of Authorised Companies in their area that conduct Fire Equipment Compliance

Educator Training

- Discuss the National Education and Care Services Law and Regulations in relation to emergency management in child care services
- New educator training includes explanation and discussion about the Emergency Management Policy and Procedures
- New educator training will discuss educator responsibilities during an emergency, including educators who are working and their duty of care to stay at the service until the emergency has passed
- Associated policies to be provided to new educators to guide the development of their emergency plans and procedures

Risk Assessments

- Discuss the potential risks and risk levels associated with the service, venue, educator's home, and/ or surrounding area
- Risk Assessments for Regulation 97.2 are located at each service and outline potential risks that are relevant to each service
- Discuss how to prepare a plan and procedures that will suit the service environment and identified potential risks
- Where possible consult with/seek advice from relevant recognised authorities for the development and implementation of emergency procedures
- Ensure access to emergency numbers by either displaying them next to a phone, with the emergency and evacuation plan, or where a phone can be readily accessed
- Ensure that children's family contact details are readily accessible and up to date in the case of an evacuation
- Discuss emergency and evacuation procedures and plans where appropriate with children
- Discuss emergency and evacuation procedures and plans with families, and other visitors to the service e.g., educator assistants, volunteers and students
- Inform families if there are any changes to the emergency and evacuation procedures and plan
- Have access to emergency equipment such as fire blankets and fire extinguishers
- Have the Emergency Plus and Hazards Near Me Apps downloaded on the service phone

Emergency Evacuation Plans and Procedures

- Emergency evacuation plans and procedures must be clear and be displayed at each exit of the service
- Emergency Evacuation Plans should include:
 - How educators will determine **when** to activate the emergency evacuation plan
 - Who the “Chief Warden” is during the emergency
 - A description of what action/s to take, what should occur during an emergency
 - How the children will be managed during an emergency
 - What steps will be taken if there is an emergency whilst on an excursion
 - A description of what equipment to take
 - An emergency and evacuation floor plan showing two exit choices and the location of the fire equipment, emergency kit including first aid kit and smoke alarms
 - The number and needs of the children in their care, including any additional needs and medical conditions
 - A description of how to move immobile persons (e.g. children in a wheelchair)
 - Roads to and from the location where the service is located
 - Available transport
 - Accessibility for emergency services
 - Any potential difficulties in accessing the location of the service
 - At least two evacuation points
 - That the instructions of emergency services will be followed at all times
 - An alternate place of shelter to go to if the service cannot be re-entered
 - What should happen following an emergency
- Where possible consult with/seek advice from relevant recognised authorities for the development and implementation of emergency procedures

Emergency Equipment for Family Day Care Educators

- Fire equipment including a fire extinguisher, fire blanket and fire/smoke alarms as determined by an authorised company will be placed and secured in accordance with the authorities’ advice
- Educators must ensure that they are trained and informed on how to use the fire equipment installed at their home or venue
- All fire extinguishers and fire blankets and fire/smoke alarms located throughout the Family Day Care home or venue will be inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851: *Maintenance of Fire Protection Systems and Equipment*

- Ensure there is access to an operating telephone or other similar means of communication (fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment) at all times

Lockdown Areas

- Ensure there is access to an operating telephone or other similar means of communication (fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment) at all times
- Where possible ensure that the selected lockdown area enables safe access to water, food, nappy change facilities, toileting, space for rest and quiet activities

Evacuation Kit

- The location of the emergency kit must be clearly identified at the service or on the emergency plan
- The contents of the emergency kit must be checked at least once a month
- The Emergency Kit Must include:
 - First Aid Kit
 - Water and cups
 - Family Contact Information
 - Country Children's Early Learning contact information
 - Emergency contact details for each child
 - Child attendance register
 - Working torch with spare batteries
 - Educator/child medication and medical information
 - Mobile phone and charger
 - Nappies
 - Gloves
 - Wipes

Rehearsal of Evacuation Plans and Procedures

- Maintain the emergency and evacuation procedures through the practice of drills at least every 3 months
 - 1 emergency evacuation, 1 lockdown and 1 other drill must be completed in the 3 month period
- Emergency and evacuation rehearsals should take place at various times of the day and week, using a variety of scenarios
- Emergency and evacuation drills must be documented in the Service Operational Diary including:
 - Date and time

- How many people evacuated
 - First and last names of children and Educators who evacuated
 - Length of time it took to evacuate/conduct the drill
 - Purpose of evacuation drill
 - Problems encountered
 - Additional comments
- Discuss changes that may affect the Emergency and Evacuation Procedures and Plan with an authorised company and CCEL where required

Review of Emergency Plans and Procedures

- Emergency evacuation plans and procedures are to be reviewed every 12 months, in the event of an identified issue during rehearsals, or a significant change to the home or venue environment

Emergency Evacuation

Procedure

- A. Evaluate the situation, decide whether to follow evacuation or lockdown
 - B. Dial 000
 - C. Always follow Emergency Services Instructions
1. Gather children
 2. Collect the Emergency Evacuation Kit
 3. Evacuate to the nominated evacuation point as outlined on the Service Plan
 4. Check that all children and staff are present at the evacuation point
 5. Maintain contact with relevant emergency services personnel, and wait for further instruction regarding re-entry to the building
 6. In case of wet weather, or if re-entry to the building is not possible move children to the Lockout Evacuation Point, nominated on the Service Plan
 7. Contact Country Children's Early Learning Ph: 0410 529 392
 8. Contact the Children's Families

After The Emergency Evacuation is Over

- In the event that the service is unsafe to return to, the Educator will notify parents or emergency contacts to collect each child
- If able to return to the building, with reassurance and calmness, walk back to the service following the safety procedures, recheck that all children have returned and discuss as developmentally appropriate the emergency that has taken place

- Consider counselling services for anyone affected by the emergency
- Notify Parents of the emergency event prior to the collection of their children
- Review current plan to ensure it still meets all your needs, and make any revisions where necessary

Emergency Lockdown

Procedure

- A. Evaluate the situation, decide whether to follow evacuation or lockdown
 - B. Dial 000
 - C. Always follow Emergency Services Instructions
1. Close all doors and windows
 2. Isolate the service into compartments
 3. Gather children
 4. Collect the Emergency Evacuation Kit
 5. Re-locate to an area of the service that is designated on your plan or away from the direction of danger
 6. Contact Country Children's Early Learning Ph: 0410 529 392
 7. Contact the Children's Families

After The Emergency Lockdown is Over

- Consider counselling services for anyone affected by the emergency
- Notify Parents of the emergency event prior to the collection of their children
- Review current plan to ensure it still meets all your needs, and make any revisions where necessary

Roles and Responsibilities

Approved Provider

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury
- Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations using a risk assessment process

- Ensure the following documents are completed:
 - Risk assessments (reviewed at least annually)
 - Emergency and evacuation procedures
 - Emergency evacuation floor plan
- Ensure all staff and educators participate in regular induction and training regarding emergencies
- Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near phones
- Ensure staff have access to emergency equipment such as fixed extinguishers and fire blankets, and that staff are adequately trained in their use
- Ensure that emergency equipment is tested as recommended by recognised authorities e.g., Fire Extinguishers
- Determine whether the service should close if damaged due to a Natural Disaster
- In the case of an emergency, contacting families of the service
- Recovery events that follow (e.g., informing families of any closure periods, contacting service's insurance company, arranging counselling, etc)
- Ensure they are connected to local council and state-based emergency preparedness contact information and apps

Nominated Supervisor/Coordinator/Responsible Person

- Implement duties as listed above and directed by the Approved Provider
- Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff are aware of their location
- Ensure all staff are trained in emergency evacuation procedures
- Ensure all staff are aware of emergency evacuation points
- Ensure that families are regularly reminded of the emergency procedures in place at the service
- Familiarise casuals, agency casuals, students and volunteers with the main emergency procedures at the beginning of their shift or during their Induction
- Ensure that evacuation procedures are rehearsed every three months, with rehearsals to be carried out over an entire week at different times of the day to ensure each enrolled child and staff member participates.
- Ensure all rehearsals and actual evacuations are documented and reviewed
- Ensure all staff are notified of any changes to the emergency procedures
- Ensure all emergency contact lists are updated as required

- Ensure iPads/phones are charged
- Ensure walkie talkies are checked regularly and batteries replaced
- Ensure the sign in register accurately records attendance of each child
- Ensure the time of arrival and departure is noted in the sign-in record for every child
- Sign in/out on the staff attendance record
- Ensure emergency evacuation packs are kept up to date
- Assist in contacting the families of the service/emergency contacts
- Ensure they are connected to local council and state-based emergency preparedness contact information and apps

Educators

- Sign in/out on the staff attendance record
- Embed learning opportunities about emergency procedures through the service's development program
- Conduct regular head counts of children throughout the day
- Provide children with learning opportunities about emergency procedures
- Be alert to the immediate needs of all children throughout scheduled and spontaneous drills
- Assist the Nominated Supervisor/Responsible Person in identifying risks and potential emergency situations
- Assist the Nominated Supervisor/Responsible Person in developing procedures to lessen the risks associated with emergency evacuation and lockdown
- Ensure they are aware of the placement of operating communications equipment e.g., two- way radio, and are confident in their ability to operate them
- Assist the Nominated Supervisor/Responsible Person with the implementation of the service's emergency procedures
- No employee is to leave the safe zone or safe venues until informed to do so by Emergency Services or the Responsible Person/Chief Warden. All educators/staff will stay with the children to provide comfort and stability until all children have been collected by a parent or an authorised emergency contact

LINKS TO:

- **Education & Care Services National Law**
Section 167
- **Education & Care Services National Regulations**
84, 85, 86, 87, 97, 98 ,
116, 168, 169, 170, 171,
172
- **National Quality Standards/Elements:**
2.2.1, 2.2.2, 2.2.3, 3.2.1,
4.1, 4.2.1, 5.1, 5.2 6.1.6.2
7.1.2
- **Child Safe Standards**
1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Families

- Familiarise themselves with the service's emergency and evacuation plan during orientation
- Ensure their child's attendance record is completed on arrival and when collection their child
- Provide emergency contact details on their child's enrolment form and ensure this is kept up to date
- Follow the direction of educators and staff in the event of an emergency or when rehearsing emergency procedures

Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

LINKS TO OTHER POLICIES:

- Administration of First Aid
- Bush Fire
- Child-Safe Environment
- Communication
- Dealing with Medical Conditions
- Delivery & Collection of Children
- Emergency & Critical Incident Post Reporting
- Enrolment & Orientation
- Governance & Management
- Incident, Injury, Trauma & Illness
- Parent Code of Conduct
- Privacy & Confidentiality
- Regular Outings & Excursions
- Staff Code of Conduct

SOURCES

- Education and Care Services National Regulations
- Education and care Services National Law
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standard
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian
- ACECQA – FDC Approved Provider compliance responsibilities
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- The Early Years Learning Framework
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- Community Early Learning Australia – Consultancy, Review and Development of Emergency Procedures for FDC
- [Bush Fire Survival Plan](#)
- Managing Emergency Situations in Education and Care Services PSC National Alliance
- Local Emergency Management Planning, NSW Justice of Emergency Management
- NSW Rural Fire Service
- Peter Dyce – Community Safety Officer NSW RFS (Yass) 2013, 2015
- Mike Cliff – Gundaroo R.F.S Captain 2019