



Grenfell Preschool  
+ LONG DAY CARE CENTRE



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Preschool  
Service

## EMERGENCY EVACUATION POLICY

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, educators 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 also 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	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	
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



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136	First aid qualifications
168	Education and Care Services must have policies and procedures
170	Policies and procedures are to be followed

## RELATED POLICIES

Acceptance and Refusal Authorisation Policy Administration of First Aid Policy Arrival and Departure Policy Bush Fire Policy Child Safe Environment Policy Family Communication Policy	Health and Safety Policy Incident, Injury, Trauma and Illness Policy Lockdown Policy Retention of Records Policy Supervision Policy
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## 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 minimisation and improvement to our policy and procedures.

## SCOPE

This policy applies to children, families, educators, the Board of Directors 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 premises. Emergency situations may pose a risk to an individual's health and safety. It is important that Services identify potential emergencies that may be specific to their location and environment.

Circumstances under which an emergency evacuation will occur may include:

- Fire within the building or playground
- Fire in the surrounding area where the Service may be in danger
- Flood



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- 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 any 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 resulting in enhanced ratios
- emergency evacuation plans are displayed in prominent positions near each exit at the Service premises including both the indoor and outdoor learning areas
- 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 exit signs clearly visible
- there are no obstructions in hallways, stairways or emergency exits
- all educators, including casual/relief educators, are familiar with our *Emergency Evacuation Policy*, procedures and regulatory requirements
- new educators, volunteers and students are provided with information and training about our *Emergency Evacuation Policy* and procedures during induction
- all educators, visitors and students are aware of emergency evacuation points and assembly areas
- educators are trained how to use emergency equipment such as fire extinguishers, fire blankets, hoses etc.
- National Regulations state that emergency evacuation rehearsals (drills) are to be practiced and reviewed **every three months** by the responsible person, all educators, volunteers, and children present on the day. However, to ensure best practice our Service will conduct emergency evacuation



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drills in a weekly block once a term so that all children and educators experience an evacuation on a regular basis.

- spontaneous rehearsals also take place during the year to assist in refining risk management procedures and evacuation procedures
- a record will be kept ensuring that all children participate in the emergency evacuation rehearsal at least 4 TIMES per year.
- each time a planned or spontaneous emergency evacuation drill is performed it is to be timed and documented in the *Emergency Evacuation Rehearsal Record* completed by each room and filed together in the Emergency
- 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 Educators Meeting minutes and Quality Improvement Plan (QIP) or Self Assessment.
- in the event of limited educators (e.g. early morning or late afternoon), educators 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 Educators Meeting Minutes (WHS).
- children are provided with age-appropriate support and information before, during and after emergency and evacuation rehearsals (drills)
- all educators are aware of their roles and responsibilities in 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
- each room has an *Emergency Evacuation Bag* located in a prominent position
- *Emergency Evacuation Bags* are 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 also kept in *Emergency Evacuation Bags*
- at least one educator or one Nominated Supervisor who holds current ACEQCA approved first aid qualifications.
- Medical Management Plans for children are copied and kept in the *Emergency Evacuation Bag*
- children's medication is collected during an evacuation where possible



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- 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*.
- extinguishers will be emptied, pressure tested, and refilled every five years
- 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. Certificates to verify testing will be filed.
- ensure smoke detectors are regularly tested and batteries replaced annually
- nominated supervisors and educators have access to an operating telephone or other means of communication at all times (mobile phone, walkie talkies)
- 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:
  - Police
  - Local fire station
  - Rural Fire Service
  - State Emergency Services (SES)
  - Poisons Information Centre

### Emergency and Evacuation Procedure Guidelines

- the Nominated Supervisor/ Responsible Person 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 and Evacuation Plan*
- collect Emergency Evacuation Bag, Medical Management Plans and associated children's medication
- check daily attendance record, staff sign in and out on back of attendance sheets and visitor record
- once children are safely evacuated, administer first aid if required
- remain calm and reassure children
- once emergency services arrive, contact families/emergency contacts
- await instructions from relevant emergency services for re-entering premises or alternative evacuation procedure



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## **In Case of Flood (Mobile Preschool Service Only)**

### **BEFORE A FLOOD**

#### **EDUCATORS WILL:**

- be familiar with the warning levels and what action needs to be taken during a flood
- 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)
- 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**

#### **EDUCATORS WILL:**

- act quickly
- monitor current flood warnings in the local area
- liaise with the school and Emergency Services instructions and react to changing conditions
- place sandbags in the toilet bowls to prevent backflow of sewerage into the Service
- lock all doors and take recommended evacuation routes for the local area
- evacuate the Service in accordance with the school evacuation plan
- keep families updated regularly of the relocation site

### **IF IT'S TOO LATE TO LEAVE DURING A FLOOD**

**Important: calm and logical thinking will be required. The following points are options depending on the circumstances within your own context. Seeking safe options to move children and staff above rising waters levels will be the primary objective.**

#### **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



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## AFTER THE FLOOD

### EDUCATORS WILL:

- do not enter the Service until permitted by the school
- do not let children play in or near floodwater
- stay away from drains
- contact families or emergency contacts to confirm the location and safety of the children
- when safe and convenient, clean or discard contaminated toys & equipment
- complete a serious incident notification to the regulatory authority within 24 hours when there has been an emergency that has posed a risk to the safety and wellbeing of the children
- notify the regulatory authority if the service is required to close for a period of time as a result of a local emergency (evacuation due to flooding or to repair damage caused by flooding)

### 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.

### 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](#)



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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 <http://www.bom.gov.au/>

#### NEW SOUTH WALES (NSW)

- NSW Police: [www.police.nsw.gov.au](http://www.police.nsw.gov.au)
- NSW Rural Fire Service: [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)
- NSW State Emergency Services: [www.ses.nsw.gov.au](http://www.ses.nsw.gov.au)

#### SOURCE

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

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.fpaa.com.au/](http://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).

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	JANUARY 2022	NEXT REVIEW DATE	JANUARY 2023
MODIFICATIONS	<p>Added:</p> <p><b>In Case of Flood (Mobile Preschool Service Only)</b></p> <p><b>BEFORE A FLOOD</b></p> <p><b>EDUCATORS WILL:</b></p> <ul style="list-style-type: none"> <li>• be familiar with the warning levels and what action needs to be taken during a flood</li> <li>• 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)</li> <li>• place chemicals on a high shelving to reduce contamination of flood water</li> <li>• talk to the children about the flood, using simple words that children can understand</li> <li>• contact families to come and collect their child/ren once emergency services have confirmed it is safe to do so.</li> </ul> <p><b>DURING A FLOOD</b></p> <p><b>EDUCATORS WILL:</b></p> <ul style="list-style-type: none"> <li>• act quickly</li> <li>• monitor current flood warnings in the local area</li> <li>• liaise with the school and Emergency Services instructions and react to changing conditions</li> <li>• place sandbags in the toilet bowls to prevent backflow of sewerage into the Service</li> <li>• lock all doors and take recommended evacuation routes for the local area</li> <li>• evacuate the Service in accordance with the school evacuation plan</li> <li>• keep families updated regularly of the relocation site</li> </ul> <p><b>IF IT'S TOO LATE TO LEAVE DURING A FLOOD</b></p> <p>Important: calm and logical thinking will be required. The following points are options depending on the circumstances within your own context. Seeking safe options to move children and staff above rising waters levels will be the primary objective.</p> <p><b>EDUCATORS WILL:</b></p> <ul style="list-style-type: none"> <li>• continue to seek advice from emergency services</li> <li>• remain calm</li> <li>• move to higher ground and avoid standing in flowing or rising water</li> <li>• if time permits, stack possessions, equipment and resources onto benches and tables</li> <li>• ensure that if flowing water is above the ankles, STOP! Turn around and go another way</li> <li>• avoid entering flood waters</li> </ul>		



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POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
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 checked for currency- small edits highlighted</li> </ul>	JANUARY 2021
JANUARY 2019	<ul style="list-style-type: none"> <li>Rearranged the order of some points for better flow.</li> <li>Sources/references corrected, updated, and alphabetised.</li> <li>Sources/references alphabetised.</li> <li>Minor formatting (line spacing &amp; paragraph spacing) for consistency throughout policy.</li> </ul>	JANUARY 2020
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
OCTOBER 2017	<ul style="list-style-type: none"> <li>Updated the references to comply with revised National Quality Standard</li> </ul>	JANUARY 2018
AUGUST 2017	<ul style="list-style-type: none"> <li>Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes.</li> </ul>	JANUARY 2018