

EMERGENCY AND EVACUATION POLICY

We are committed to ensuring the safety, health and wellbeing of children attending our education and care service by identifying the risks and hazards of emergency and evacuation situations. 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.

PURPOSE

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for emergency and evacuation to minimise risk of harm to children.

SCOPE

This policy applies to the approved provider, nominated supervisors, educators and staff.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

S. 165A	Offence relating to children leaving the education and care service premises unauthorised	R 136	First aid qualifications
S 167	Offence relating to protection of children from harm or hazards	R 168	Education and care services must have policies and procedures
S. 174	Notify the Regulatory Authority about certain events and changes	R 170	Policies and procedures to be followed
R 97	Emergency and evacuation procedures	R 171	Policies and procedures to be kept available
R 98	Telephone or other communication equipment	R 172	Notification of change to policies and procedures
R 99	Children leaving the education and care service premises	R 175	Prescribed information to be notified to regulatory authority

DEFINITIONS

Emergency: An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down or other type of emergency response.

Emergency drill/ rehearsal: A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response.

THE APPROVED PROVIDER WILL ENSURE:

- Emergency and evacuation policy and procedures are in place
- Reasonable steps are taken to ensure nominated supervisors, educators and other staff follow the policy and procedures
- Copies of the policy and procedures are accessible to nominated supervisors, educators and other staff
- All fire extinguishers, fire blankets, fire hoses, smoke detectors and other emergency equipment located throughout the Service will be inspected and tested by an authorised company as per the Australian Safety Standard AS 1851-2012: *Maintenance of Fire Protection Systems and Equipment*

NOMINATED SUPERVISOR WILL ENSURE:

- An Emergency Management Plan (EMP) - risk assessment has been undertaken to identify potential emergencies that are relevant to the service
- To review the EMP - risk assessment at least once every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from a service
- All staff, volunteers and students are provided with information and training about our *Emergency and Evacuation Policy* and procedures during induction
- Ensure the emergency and evacuation instructions and floor plan are displayed in a prominent position near each exit of the service premises, including near exits that forms part of the evacuation route and that all staff and educators are aware of these
- All staff are aware of their roles and responsibilities in event of an emergency
- 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)
- All staff and educators have a thorough understanding of the [Australian Warning System \(AWS\)](#)
- Emergency rehearsals (drills) are practiced and reviewed quarterly by the responsible person, all educators and children present on the day.
- 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

- To 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.

EDUCATORS AND OTHER STAFF WILL:

- Participate in training for emergency management
- Conduct and document rehearsals of emergency and evacuation procedures quarterly and reflect to discuss and implement strategies to make continuous improvement to procedures
- Regularly communicate with families including information about emergency procedures and rehearsals
- Ensure each room has an *Emergency Evacuation Bag* located in a prominent position
- Ensure *Emergency Evacuation Bags* are regularly audited and restocked as required
- Ensure 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*
- Ensure portable First Aid Kits are readily available in case of an emergency evacuation
- Ensure there are no obstructions in hallways, stairways, emergency exits or around fire equipment
- Encourage families to provide authorisation for their child to participate in emergency evacuation rehearsals where children move off Service premises to an external emergency assembly point
- Ensure an Emergency Evacuation Risk Assessment is conducted for emergency evacuation rehearsals that require children to move to an external emergency assembly point
- Ensure children are provided with age-appropriate support and information before, during and after emergency and evacuation rehearsals (drills)

RELATED DOCUMENTS

RESOURCES	PROCEDURES
Emergency and Support Services Poster	Emergency Evacuation Procedure
Service Bushfire Plan	Emergency Incident Procedure
Evacuation Bag Checklist (1place)	Emergency Lockdown Procedure
Rehearsal Records (1place)	
Emergency WA app	
Australian Warning System	

SOURCE

Education and Care Services National Law and Regulations 2012

Australian Children's Education & Care Quality Authority. (2023). Policy and procedure guidelines- [Emergency and evacuation guidelines](#).

Department of Fire and Emergency Services (DFES)

REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
July 2025	<ul style="list-style-type: none"> Modification of template Revision of content (succinct and explicit) 	July 2028