

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 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 rehearsals 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 | | |
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| 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 is child safe |

| EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS | |
|---|---|
| S. 2A | Paramount consideration—safety, rights and best interests of children |

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| S. 165 | Offence to inadequately supervise children. |
| S. 167 | Offence relating to protection of children from harm and hazards |
| S. 174 | Offence to fail to notify certain information to Regulatory Authority |
| 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 are to be followed |
| 171 | Policies and procedures to be kept available |
| 175 | Prescribed information to be notified to regulatory authority |
| 176 | Time to notify certain information to Regulatory Authority |

PURPOSE

Our OSHC Service has a duty of care to maintain the safety and wellbeing of each child, educator, and all using or visiting the OSHC 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.

We believe that children’s safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions.

SCOPE

This policy applies to children, families, staff, educators, Approved Provider, Nominated Supervisor, students, volunteers, visitors and management of the OSHC 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.

An emergency is any event, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of children at the service. Education and Care Services National Regulations state that emergency evacuation rehearsals are to be practiced and reviewed every three months by the responsible person, all staff members, volunteers, visitors and children present on the day. (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 OSHC Service may be in danger
- Flood
- 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).

THE AUSTRALIAN WARNING SYSTEM (AWS)

The Australian Warning System (AWS) is a nationally consistent, three-tiered approach designed to make warnings clearer and lead people to take action during emergencies like bushfire, flood, storm extreme heat and severe weather. The warning system comprises of levels, action statements, hazard icons, colours and shapes. www.ses.sa.gov.au

The three warning levels are:

Advice (Yellow): An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Monitor conditions.

Watch and Act (Orange): There is a heightened level of threat. Conditions are changing and you need to start taking action now. Prepare to leave/evacuate. Do not enter flood water.

Emergency Warning (Red) : An Emergency Warning is the highest level of warning. You need to take action immediately. Leave/evacuate (immediately by am/pm/hazard timing).

When there is an Emergency Warning, educators need to prepare for possible emergency evacuation and implement the procedures effectively to ensure the safety of all children, staff, families and visitors in the Service.

TO ENSURE COMPLIANCE WITH NATIONAL REGULATIONS AND NATIONAL LAW, OUR OSHC SERVICE WILL ENSURE THAT:

- emergency and evacuation policies and procedures are available for inspection at the OSHC Service's premises at all times
- the Approved Provider will conduct an annual review to identify potential emergencies that are relevant to the OSHC Service and make changes accordingly
- relevant stakeholders/authorities are consulted for advice and guidance to improve risk mitigation strategies as part of our emergency and evacuation plan (School Principal, police, fire, parents/families)
- all educators have a thorough understanding of the [Australian Warning System \(AWS\)](#)
- consideration is made to evacuate non-ambulant children evacuating the premises resulting in enhanced ratios
- emergency rehearsals should involve school students and staff if OSHC is located on a school site (if applicable)
- emergency invacuation and evacuation plans are displayed in prominent positions near each emergency exit at the OSHC Service premises
- the emergency and evacuation procedures include instructions for what must be done in the event of an emergency
- the plan includes a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes from all locations
- all exits have exit 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 are aware of their roles and responsibilities in event of an emergency situation
- Emergency evacuation rehearsals (drills) will be practiced every three months by the responsible person, all staff members, volunteers, and children present on the day
- National Regulations state that evacuation rehearsals are to be practiced every 3 months: However, to ensure best practice our Service will conduct emergency evacuation drills in a BSC and ASC once a term and once in the January Vacation Care so that all children and staff 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
- each time a planned or spontaneous emergency evacuation drill is performed it is to be timed and documented in the *Emergency Evacuation evaluation*.
- after reflection, notes on any areas that need improving or revising are to be documented in the *Emergency Evacuation evaluation*. Educators will discuss and implement strategies to make continuous improvement to procedures which will be discussed at the Service's Staff Meetings/ toll box meetings.
- 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.
- regular communication with families includes information about emergency and evacuation procedures
- families are informed when a rehearsal or drill has occurred
- at least one staff member or one Nominated Supervisor who holds current ACEQCA approved first aid qualifications, approved anaphylaxis management and emergency asthma management training is in attendance at all times
- an up-to-date register of emergency telephone numbers for children is maintained in the Spike app on one of the services administration iPads
- portable First Aid Kits are readily available in case of an emergency evacuation
- 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*.

- 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
- staff and educators have access to an operating telephone or other means of communication at all times (mobile phone and walkie talkies)
- emergency telephone numbers will be displayed prominently throughout the Service, in the office, Art, Technology, Gym/ Hall, Rooms 21 and 22 as well as the Library
- Our emergency telephone list (located next to the telephone) includes the numbers for:
 - Police
 - Emergency services
 - State Emergency Services (SES)

EMERGENCY AND EVACUATION PROCEDURE GUIDELINES

(include who is responsible for the implementation of each step)

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 and Evacuation Plan*
 - collect 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, by ensuring duty of care is changed over from them to Educator and return so an Educator can sign their child/ren into and out of care
- 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.education.gov.au/child-care-package/help-emergency>

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

JURISDICTION SPECIFIC WEBSITE DETAILS FOR SOUTH AUSTRALIA

| SOUTH AUSTRALIA (SA) |
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| <ul style="list-style-type: none"> Country Fire Service: www.cfs.sa.gov.au South Australia Police: www.police.sa.gov.au South Australian State Emergency Service: www.ses.sa.gov.au |

CONTINUOUS IMPROVEMENT/REFLECTION

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

SOURCES

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

Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Children’s Education & Care Quality Authority. (2023). [Multi Storey Buildings: Evacuations and Approvals](#)

Australian Government. Business. (2024). [Emergency management](#).

Australian Government Department of Education. (2023). [Help in an emergency](#)

Australian Government. National Emergency Management Agency. [Australian Warning System](#).

Early Childhood Australia Code of Ethics. (2016).

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

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

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

SES South Australia www.ses.sa.gov.au

REVIEW

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| POLICY REVIEWED BY | OSHC Advisory Committee and Governing Council | Governing body | March 2026 |
| POLICY REVIEWED | March 2026 | NEXT REVIEW DATE | March 2028 |