

## Emergency Management and Evacuation Policy and Procedures

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### 1. NQS

QA2	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.
	3.1.1	Fit for purpose - Outdoor and indoor spaces, buildings, fixtures, and fittings are suitable for their purpose, including supporting the access of every child
	6.2.3	Community engagement - The service builds relationships and engages with its local community.
	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.
	7.2.3	Development of professionals - Educators, co-ordinators, and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

### 2. National Law

Section	165	Offence to inadequately supervise children
	167	Offence relating to protection of children from harm and hazards

### 3. National Regulations

Regs	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment
	168(2)(e)	Policies and procedures in relation to emergency and evacuation
	170	Policies and procedures to be followed
	171	Policies and procedures to be kept available
	172	Notification of change to policies or procedures

### 4. EYLF

LO3	Children become strong in their social and emotional wellbeing.
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### 5. Aim

In the event of an emergency at the service, we aim to manage the situation in a rehearsed, timely, calm and safe manner to secure the safety of each person at the service. Emergencies may require us to evacuate, lock out or lock down the premises. The safety and wellbeing of each child, educator and person

using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

## 6. Definitions

*“Authorised nominee”* - a person who has been given permission by a parent or family member to collect the child from the service. Source: National Law (Section 170)

*“Parent”* - in relation to the child, includes: a guardian of the child; and a person who has parental responsibility for the child under a decision or order of a court. For regulation 99, ‘parent’ does not include a parent who is prohibited from having contact with the child. Source: National Law (Definitions)

*“Direct Egress”* - means the ability to move and directly exit to an assembly area that is at the same level as the education and care service and is outside the service premises and away from the building. This does not include travelling through sets of stairs (including fire isolated stairwells), busy occupied areas, traffic or other hazards, or obstructions. Source: [ACECQA Guide to the NQF](#)

*“Emergency”* - an incident, situation, or event where there is an imminent or severe risk to the health, safety or well-being of a person at the service (e.g., a flood, fire or a situation that requires the service premises to be locked down or other type of emergency response). Source: [ACECQA Guide to the NQF](#)

*“Emergency drill/rehearsal”* - a process to rehearse the possible emergency scenarios or events, designed to help clarify roles and responsibilities, provide training, and test the adequacy of the emergency response. Source: [ACECQA Policy Guidelines: Emergency and Evacuation](#)

*“Emergency Services”* - includes ambulance, fire brigade, police, and state emergency services. Source: [ACECQA Policy Guidelines: Emergency and Evacuation](#)

*“Evacuation diagram/plan”* - an evacuation plan is used where it is deemed necessary to evacuate the immediate area or building. Source: [ACECQA Policy Guidelines: Emergency and Evacuation](#)

*“Evacuation route”* - Continuous path of travel (including exits, public corridors) from any part of a building to a safe place. Source: [ACECQA Policy Guidelines: Emergency and Evacuation](#)

*“Harm”* - Physical or mental injury; hurt. Source: [ACECQA Policy Guidelines: Emergency and Evacuation](#)

*“Hazard”* - a danger or risk, even though often foreseeable. Source: [ACECQA Policy Guidelines: Emergency and Evacuation](#)

*“Lock Down”* - a security measure taken during an emergency to prevent people from leaving or entering a premises until the threat or risk has been resolved. Source: [ACECQA Policy Guidelines: Emergency and Evacuation](#)

*“Lock Out”* - a security measure taken during an emergency to prevent people from entering a premises until the threat or risk has been resolved. Source: [ACECQA Policy Guidelines: Emergency and Evacuation](#)

*“Multi-storey building”* - a building with more than two storeys, including the ground floor. Each level of a split-level storey (or mezzanine) is counted as one storey. For these purposes, the ground floor is the first storey, the first floor is the second storey, and so forth. Source: [ACECQA Policy Guidelines: Emergency and Evacuation](#)

*“Risk”* - Exposure to the chance of injury or loss; a hazard or dangerous chance. Source: [ACECQA Policy Guidelines: Emergency and Evacuation](#)

*“Risk assessment”* - assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be. Source: [ACECQA Risk assessment template: Excursions](#)

## 7. Intersection with other Policies

Bushfire and Grassfire Policy  
Child Safe Policy  
Emergency Service Contact Policy  
Enrolment and Orientation Policy  
Lockdown Policy  
Incident, Injury and Trauma and Illness Policy  
Administration of Authorised Medication Policy  
Death of a Child Policy  
Medical Conditions Policy  
Physical Environment (Workplace, Learning and Administration) Policy  
Outdoor Education Program

## 8. Implementation

Our service has strict measures and procedures in place to ensure the safety, health and well-being of children, staff and visitors during emergencies and evacuations. Specifically, we:

- Conduct thorough risk assessments in line with the *National Regulations*
- Follow best practice emergency planning and management, namely the Australian Standard AS3745:2010 Planning for emergencies in facilities, as well as guidance from ACECQA and regulatory authorities
- Have an Incident Management Team (IMT)
- Have a comprehensive *Emergency Management Plan* that includes clear procedures for dealing with a range of emergencies
- Have an *Emergency Communication Procedure*
- Conduct quarterly emergency drills for evacuations and other emergencies
- Have defined roles and responsibilities for staff, volunteers, students and families
- Train staff, volunteers and students on our policies and procedures, both at induction and at regular intervals
- Communicate our emergency policies and procedures to the children and families
- Ensure that our emergency equipment – such as fire extinguishers, blankets, Emergency Kits – are maintained and tested according to instructions
- Monitor and audit compliance and strive for continual improvements to our practices.

## 9. Risk Assessments

We will conduct a risk assessment of potential emergencies that are relevant to our service at least once every 12 months and soon as practicable after becoming aware of any circumstances that may affect the safe evacuation of children from our service. A record of each risk assessment conducted will be kept in line with our regulatory obligations.

We will ensure that children are protected from risks, and that any newly identified risks are communicated to the nominated supervisor and approved provider as soon as practicable. The approved provider must ensure that any necessary updates are made to this *Policy and Procedure*.

Our service uses the template at Appendix D when we conduct our risk assessments.

### Risk assessment areas to consider

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Risk assessments must identify and assess the risks of potential emergencies and specify how the risks will be minimised and managed.

*Possible emergencies including:*

- Natural disasters such as earthquake, flood, bush fire, extreme weather, and storms
- Personal injuries and threats, suspicious mail, siege, bomb scare
- Chemical spills, biohazards, fire, gas leak, explosion.

*Risk of bush or grass fires*

- Any risk of bushfires or grassfires must be included in risk assessments, and we must develop emergency procedures that are tailored to our service (see also *Bushfire or Grassfire Policy*)

*Potential hazard during emergencies including:*

- Heavy items falling particularly if they are stored high
- Hazardous materials leaking
- Communication/power outages or live wires
- Debris blocking preventing safe evacuation
- Structural damage to buildings.

## 10. Emergency Management Plan

Our *Emergency Management Plan* will be based on all identified risks and includes appropriate responses including evacuation, lockdown, lockout and shelter-in-place, and drill and training schedules. Where appropriate, we will consult with local emergency services (e.g., fire, police, ambulance), local government, community leaders and other relevant agencies for advice about issues like evacuation routes, assembly points and accessibility for adults or children with special needs. As our service is located on, or near school sites, we will work with school staff to ensure a consistent and coordinated approach is taken to manage emergencies.

**Our Emergency Management Plan will include:**

- Emergency contact details for people who have specific roles or responsibilities
- Contact details for local emergency services
- A description of how we will alert people to an emergency, e.g., siren/bell
- Emergency procedures (see **Appendix A** and, where relevant, procedures in our *Bushfire and Grassfire Policy* which forms part of the *Emergency Management Plan*). We may discuss our procedure - for example, evacuation point/route and alternatives - with local emergency services, community leaders and/or other relevant authorities, or access their online resources to ensure our procedures are robust, and accessible for adults or children with special needs
- How we will assist any child or person with special needs
- An Evacuation Diagram (see below for details) based on service floor plans showing the location of fire equipment, emergency exits and assembly points
- Processes to ensure staff are trained in our emergency procedures
- Processes we will follow after an incident
- Procedures we will follow to test the Emergency Management Plan and familiarise children and staff with the Plan

### Evacuation Diagram

The Evacuation Diagram of the floor or area will include the following elements and will be at least A4 size:

- Title, e.g., Evacuation Diagram
- Designated exits in green
- Hose reels, hydrants, extinguishers, fire blankets in red
- “You are here” location
- Location of assembly area(s) including shelter in place location (stated pictorially or in words)
- Location of communication equipment in red
- Legend with the symbols used
- Date Diagram completed and when it will be reviewed
- If the Diagram includes additional elements, including those listed below, it will be at least A3 size:
  - Direction of North
  - Paths of travel in green
  - Location of First Aid Kits
  - Location of Hazardous Chemicals
  - Emergency information (e.g., phone numbers, procedures).

### Displaying information from the Emergency Management Plan

Relevant information from the Emergency Management Plan is displayed prominently at our service to ensure it can be easily identified and is accessible to all educators, staff, visitors, volunteers, and families.

Relevant information includes:

- Emergency service telephone numbers which will be displayed near telephones
- Evacuation procedures and diagrams will be displayed near each exit. The Evacuation Diagram will be displayed at a height not less than 1200 mm and not more than 1600mm. It will also be oriented correctly in relation to the emergency exit, the ‘You are here’ point and the assembly area(s).

### Incident Management Team (IMT)

Our service has established an Incident Management Team (IMT) to plan for and manage emergencies. The team is trained in emergency management and will meet quarterly. The nominated supervisor is the team leader.

The team is responsible for: updating risk assessments; advising the approved provider of any necessary updates to our policy and procedures; scheduling rehearsals and training; sharing information with other staff, children, and families; and maintaining and testing equipment.

## 11. Emergency Communication Procedure

Our Emergency Communication Procedure is in **Appendix B**.

The approved provider will ensure there is access to reliable communication channels in the event of an emergency by maintaining access to a telephone (such as fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment) at all times.

The main telephone is located at the Administration Office. If there is a complete loss of electricity and the telephones are not available, a mobile phone will be available and ready to use at all times to ensure educators can make emergency contact.

## 12. Emergency Kit

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The Nominated Supervisor will ensure an Emergency Kit includes:

- current emergency contact details for each child
- employee and next of kin contact details
- emergency service telephone numbers
- working torch and spare batteries
- fully stocked first aid kit
- administration of medication records and medical management plans
- mobile phone with sufficient credit and charger
- ABC Listen App on mobiles and iPads
- drinking water
- gloves
- whistle
- pen and paper
- alcohol based hand sanitiser
- sunscreen
- wipes

The Nominated Supervisor will ensure the Kit contains a list of items that must be added at the last minute in an emergency. Items will include:

- attendance registers for children, staff, and volunteers
- medications for staff and children

The Nominated Supervisor will include the requirement to check food, water, and sunscreen, in the diary note for quarterly emergency rehearsals and replace these items if necessary.

### 13. Emergency and Evacuation Rehearsals

The service will add to each child's sense of security, predictability, and safety, and ensure all educators and staff are familiar with our emergency evacuation procedures, by conducting rehearsal evacuation drills at least every **three months**.

If necessary, the nominated supervisor will prepare a risk assessment to identify and manage risks that may arise in emergency drills and evacuation points.

The Nominated Supervisor will develop a schedule for conducting drills for the different types of emergencies identified in the Emergency Management Plan and will diarise to ensure these are completed. The drills will be recorded and available for inspection.

The drills will:

- take place at various times of the day and week (rather than always on a Tuesday at 10 am for example) to ensure all children and staff members get the opportunity to rehearse. Rehearsals may also be conducted when families are present to help them become familiar with the emergency procedures. All persons present at the service during the evacuation drill must participate
- be documented and assessed against specific outcomes using the Checklist at Appendix C. We will appoint an observer to evaluate our drills using the checklist at Appendix C
- be immediately followed by a debriefing session, if possible, to identify any improvements that may be made. Any training needs will be identified, and action taken to implement the relevant training.

## 14. Information sharing, training, and monitoring

The nominated supervisor will include the *Emergency Management and Evacuation Policy and Procedures* in staff inductions and ensure staff, volunteers and students receive practical training in relation to the requirements, including how to identify and manage risks. The nominated supervisor also implements an ongoing training program tailored to each staff member's needs and goals, which are identified through regular performance reviews.

At orientation, parents will be provided with the *Emergency Management and Evacuation Policy and Procedures*. Staff and family can access the risk assessments we conduct. Where appropriate, visitors will also be made aware of the emergency response procedures.

Our *Emergency Management Plan* will be tested every quarter and reviewed at least annually and as soon as practicable after an emergency event. Other scheduled training for the IMT and all staff, students and volunteers will take place regularly, e.g., how to use fire extinguishers, fire blankets and other emergency equipment, communication arrangements, identifying assembly points and the location of emergency equipment, first aid arrangements and how to turn off the electricity and gas supplies. All new staff, students and volunteers will receive training during their induction and refresher training will take place at least annually. (Note – our *Incident, Injury, Trauma, and Illness Policy* describes our service's training arrangements for First Aid).

We will use informal games and discussions to familiarise children with our evacuation and emergency procedures as well as regular rehearsals.

The approved provider and nominated supervisor will monitor staff to ensure they are following our policies and procedures for emergencies and evacuations. They will act quickly to fix any issues and will give staff any extra support or training they need to comply. Volunteers and students are also required to comply with all service policies and procedures.

We will keep a record of all actual and rehearse emergencies, training, and risk assessments, which can be accessed by staff, volunteers, and families.

## 15. Roles and responsibilities

Responsibilities	Role
Ensure our service meets its obligations under the <i>Education and Care Services National Law and Regulations</i> , including to take every reasonable precaution to protect children from harm and hazards likely	Approved Provider Nominated Supervisor



to cause injury and ensure children are adequately supervised at all times.	
<ul style="list-style-type: none"> <li>• Ensure that our service has policies and procedures in place for emergencies and evacuations that address specific areas set out in <i>the National Regulations - i.e., this Emergency Management and Evacuation Policy and Procedures</i> will be in place.</li> <li>• Ensure our procedures set out instructions for what to do in an emergency and include an emergency and evacuation floor plan.</li> </ul>	Approved Provider
<p>Take reasonable steps to ensure that nominated supervisors, staff and volunteers follow, and can easily access, the <i>Emergency Management and Evacuation Policy and Procedures</i>, including by:</p> <ul style="list-style-type: none"> <li>• Providing information, training and other resources and support</li> <li>• Providing this <i>Policy</i> at induction</li> <li>• Clearly defining and communicating roles and responsibilities for implementing this <i>Policy</i></li> <li>• Communicating changes to routines and policies</li> <li>• Monitoring and auditing of staff practices (including through spot checks) and addressing non-compliance quickly</li> <li>• Regularly reviewing this <i>Policy</i></li> </ul> <p>The <i>Policy</i> must also be available for inspection.</p>	Approved Provider (ultimate responsibility) Nominated Supervisor
<p>Notify families at least 14 days before changing <i>Emergency Management and Evacuation Policy and Procedures</i> if the changes will:</p> <ul style="list-style-type: none"> <li>• Affect the fees the charged or the way they are collected; or</li> <li>• Significantly impact the service's education and care of children; or</li> <li>• Significantly impact the family's ability to utilise the service.</li> </ul>	Approved Provider
<ul style="list-style-type: none"> <li>• Ensure risk assessments are conducted to identify potential emergencies, in accordance with regulations and having regard to all the areas covered in the Risk Assessment section of this <i>Policy</i>.</li> <li>• Ensure a risk assessment is conducted 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 our service and update our policies and procedures accordingly.</li> <li>• Ensure staff are aware of and can access/use the risk assessment to manage risks and ensure the safety of children and each other.</li> <li>• Keep a record of all risk assessments conducted.</li> </ul>	Approved Provider (ultimate responsibility) Nominated Supervisor
<p>Ensure that procedures are appropriate in practice to our service, identify risks and hazards, and any potential improvements to make to the <i>Emergency Management and Evacuation Policy and Procedures</i>. Report any issues to the appropriate staff member (either approved provider, nominated supervisor, or educators).</p>	Approved Provider Nominated Supervisor Educators and Families
<p>Implement the <i>Emergency Management and Evacuation Policy and Procedures</i>.</p>	Nominated Supervisor
<p>Be aware of legal obligations and understand and follow the <i>Emergency Management and Evacuation Policy and Procedures</i>.</p>	Educators and other staff





	Volunteers
Be aware of <i>Emergency Management and Evacuation Policy and Procedures</i> and follow the directions of staff if present during a rehearsal or real emergency or evacuation	Families
Ensure that a copy of the Emergency Management Plan and Evacuation Diagram and instructions are displayed in a prominent position near each exit at our premises.	Approved Provider (ultimate responsibility) Nominated Supervisor
Ensure emergency equipment is maintained and tested according to instructions and easily accessible	Approved Provider (ultimate responsibility) Nominated Supervisor
Keep up-to-to date emergency contact lists in each room in our service	Nominated Supervisor
Provide up-to-date contact details and emergency contact details	Families
<ul style="list-style-type: none"> <li>• Ensure that the emergency and evacuation procedures are rehearsed every 3 months with staff, volunteers, and children present, and under the guidance of the nominated supervisor.</li> <li>• Keep a record of all rehearsals carried out.</li> <li>• Ensure that all educators are trained in the procedures and know their roles and responsibilities and the evacuation points.</li> </ul>	Approved Provider (ultimate responsibility) Nominated Supervisor
Participate in emergency and evacuation procedures if present at the service when they are occurring.	Nominated supervisor Educators and other staff Families Visitors
Communicate the emergency procedures with children and families.	Nominated Supervisor Educators and other staff Volunteers
Complete attendance records when delivering or collecting child	Families

## 16. Sources

Australian Standard 3745-2010 Planning for Emergencies in Facilities

Education and Care Services National Regulations

National Quality Standard

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Fact Sheet Emergency Plans – Safe Work Australia

Guide to Developing an Emergency Management Plan for Early Childhood Services, Victorian Government

ACECQA - Emergency and Evacuation Policy Guidelines

ACECQA – Multi-Storey Buildings: Evacuations and Approvals

## 17. Review



The policy will be reviewed annually and when there are changes that could or do affect the safety of children and adults during an emergency or evacuation (such as renovations or changes to the number of staff or children). The review will be conducted by the approved provider, Nominated Supervisor, employees, and families.

**Last Reviewed: September 2023**

**Date for next review: September 2024**

**Name of Reviewer:** Approved Provider

**Signature:** AA Neal

**Name of Reviewer:** Nominated Supervisor

**Signature:** K Osborn

## **Appendix A: Emergency Evacuation Procedures**

### **Emergency Evacuation Procedure On-Site and Off-Site**

Use this procedure for on-site and offsite evacuations. On-site evacuations may occur when it is necessary to evacuate the building but not the entire service premises.

**Refer Bushfire and Grassfire Policy and Emergency Evacuation and Shelter in Place Procedures in case of bushfire or grassfire.**

**Nominated Supervisor should advise neighbouring businesses/homes of emergency ASAP if possible, e.g., by phone or visiting business/home.**

1. If there's a fire, staff member who's first on scene immediately
  - sounds alarm e.g., sounds bell/whistle every 5 seconds for 1 minute and says an evacuation (not practice) is taking place and extinguishes fire if safe/time to do so
  - calls 000
  - advises Nominated Supervisor
2. For other emergencies requiring evacuation employees or volunteers advise Nominated Supervisor who sounds alarm and says an evacuation (not practice) is taking place and calls 000
3. For fire emergencies
  - Nominated Supervisor turns off gas and electricity supplies if appropriate and safe
  - staff close all doors and windows
4. All educators on breaks return to their room to help evacuate children to assembly area
  - if children are outside evacuation may occur from there if this is the safest option
  - if only some children outside educators/Room Leader will immediately decide who is responsible for evacuating children who are inside and outside
5. Kindergarten Teachers advise which educators in room will
  - evacuate mobile children
  - help children and adults who cannot walk by most appropriate method which has been previously discussed e.g., evacuation cots, wheelchairs, physical assistance
6. Educators evacuate children to assembly area
  - conduct head count so aware if all children accounted for
  - locate child if there is time to do so and this won't risk safety of other children/adults.

Educators must acknowledge Kindergarten Teachers directions.

7. Nominated Supervisor advises which educators/staff will check toilet, kitchen, playrooms, and outside areas for children and adults and guide remaining children and visitors to the on-site/off-site assembly point.  
Educators/staff must acknowledge Nominated Supervisor's directions.
8. Designated educators/staff evacuate toilet, kitchen, playrooms, cot rooms and outside areas to assembly area
9. Nominated Supervisor collects children's and staff attendance sheets (ipad with Xplor), visitor register (ipad with Xplor), and the Emergency Kit including medications before leaving centre (must include parent/guardian phone numbers)
10. Nominated Supervisor locks door if there is immediate danger inside building
11. Nominated Supervisor advises school campus of emergency e.g., by phone or visiting if this has not already occurred
12. Educators check all children in their groups are present at assembly area using attendance sheets (iPad)
  - report any absences to the Nominated Supervisor as soon as possible
13. Nominated Supervisor checks all educators, staff and visitors are present at assembly area
14. Nominated Supervisor advises emergency services immediately if any child or adult is missing and follows their advice
15. Educators and staff supervise and reassure children
16. Educators and staff support children, staff and visitors who are injured and apply first aid if required

- first aid applied by employees with current first aid qualifications
17. Educators and staff follow instructions from emergency services
  18. Nominated Supervisor and educators contact parents/guardians to tell them what has and will happen by the most appropriate method in the situation e.g., via service website, email, answering machine, telephone calls, phone texts
  19. Nominated Supervisor ensures no-one leaves assembly point until emergency services give all clear

#### After emergency

20. Nominated Supervisor ensures children or adults who are injured receive medical attention if required
21. Nominated Supervisor and educators contact parents/ authorised nominees to collect children if required by the most appropriate method in the situation e.g., via service website, email, answering machine, telephone calls, phone texts
  - tell parents/ authorized nominees any relevant information e.g., building damaged and unsafe, evacuation point, areas to avoid, parking instructions
22. Nominated Supervisor ensures educators stay on duty to care for and supervise children (after rostered hours if necessary) until families or relief staff arrive
23. Nominated Supervisor implements following where parents/emergency contacts cannot be contacted, or are unable to get to the centre to collect their child:
  - contact parents/emergency contacts and authorised nominees every 15 minutes where previous attempts to make contact have been unsuccessful
  - ensures there are sufficient numbers of service staff available (including relief staff) to adequately care for and supervise each child
  - ensures child is never left alone with any adult unknown to staff, or not assisting in managing the emergency or child's care in a professional capacity
  - contact the police or Child Protection Services for advice if emergency is over and service staff are unable to stay with the child any longer
24. Complete Incident, Injury, Trauma and Illness Record for children that have suffered an injury or trauma
25. Get parent/guardian to sign Incident, Injury, Trauma and Illness Record and give them a copy
26. File original Record in child's file and record summary details in the Incident, Injury, Trauma and Illness Register, including time notified to Education and Care Regulatory Authority if relevant
27. Approved Provider notifies the Education and Care Regulatory Authority of serious incident within 24 hours through NQS ITS and records summary details in the Serious Incident Register, including time notified to Regulator if relevant. File acknowledgement with Incident Record in Child's file
28. If service closes Approved Provider reports closure and reason within 24 hours to:
  - CCS Assessments [CCSAssessments@dese.gov.au](mailto:CCSAssessments@dese.gov.au)
  - Education and Care Regulatory Authority any third-party software provider- XplorAdvise these agencies when service reopens.
28. Approved provider notifies WorkSafe Victoria as soon as possible about **work-related incidents** including:
  - death of a person
  - a person needing medical treatment within 48 hours of being exposed to a substance
  - a person needing immediate treatment as an in-patient in a hospital
  - a person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving, scalping), electric shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment)

See [WorkSafe Victoria](#) for more information.

29. File notification in WHS Register
30. Debrief after emergency, review emergency plan and procedures, and implement any improvements to policy and procedures
31. Record improvements in QIP

## Lockdown procedures

Refer Lockdown Policy

## Lockout Procedure

The following lockout procedure will be used when an internal immediate danger is identified, and it is determined that children should be excluded from buildings for their safety. The Nominated Supervisor (or the Incident Management Team):

- Activates lockout procedures.
- Announces lockout with instructions about what is required. Instructions may include nominating staff to:
  - lock doors to prevent entry
  - check the premises for anyone left inside
  - obtain Emergency Kit.
- Contacts emergency services on 000.
- Goes to the designated assembly area.
- Checks that children, staff and visitors are all accounted for.

Actions after lockout

- Determine if there is any specific information staff, children, parents, and visitors need to know (e.g., areas of the facility to avoid).
- Ensure any children, staff, or visitors with medical or other needs are supported.
- Follow up with any children, staff or visitors who need support.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.
- Notify the Education and Care Regulatory Authority of incident as set out in our Incident, Injury, Trauma, and Illness Policy.

## Shelter-in-place procedures

Refer **Bushfire and Grassfire Policy and Emergency Evacuation and Shelter in Place Procedures in case of bushfire or grassfire.**

The following shelter-in-place procedure will be considered when an event takes place outside of the children's service and emergency services determine the safest course of action is to keep children and staff inside a designated building in the children's service until the external event is handled.

If a shelter-in-place action is determined, the Nominated Supervisor (or the Incident Management Team):

- activates shelter-in-place procedures.
- Moves all children, staff, and visitors to the pre-determined shelter-in-place area.
- Obtains emergency kit.
- Notifies parents/families if the shelter-in-place is going to extend beyond the services hours of operation.
- Notifies the Education and Care Regulatory Authority of incident as set out in our Incident, Injury, Trauma, and Illness Policy.

## **Emergency response procedures (specific emergencies)**

### **FIRE**

All staff will remain calm and report the outbreak of fire immediately to the Nominated Supervisor who will:

- activate the fire alarm.
- Phone 000 to notify the fire brigade.
- Extinguish the fire (if safe to do so).
- Implement evacuation procedures if a threat exists and close all doors and windows.
- Check that all areas have been cleared.
- Check children, staff and visitors are accounted for.
- Notify the Education and Care Regulatory Authority of incident as set out in our Incident, Injury, Trauma, and Illness Policy.

### **BUSHFIRES/GRASS FIRES**

Refer Bushfire and Grass fire Policy

### **SEVERE WEATHER /STORMS AND FLOODING**

The Nominated Supervisor will direct educators and staff to:

Store or secure loose items external to the building, such as outdoor furniture.

Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.

Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.

(During a severe storm) remain in the building and ensure they and children keep away from windows.

Restrict the use of telephone landlines to emergency calls only.

Tune in to ABC radio, if possible, to follow any emergency instructions.

Report to the Nominated Supervisor regarding the status of children, staff, and visitor's safety.

After the storm passes, the Nominated Supervisor will evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.

### **PANDEMIC**

The Nominated Supervisor will:

Ensure basic hygiene measures are in place including the display of hygiene information.

Provide convenient access to water and liquid soap and/or alcohol-based sanitiser.

Educate staff and children about covering their cough to prevent the spread of germs.

Stay alert and follow any instructions issued by Health authorities.

Be prepared for multiple waves.

Ensure spaces are well-ventilated – open windows if safe to do so or through mechanical air ventilation

Notify the Education and Care Regulatory Authority of incident as set out in our Incident, Injury, Trauma, and Illness Policy.

### **BOMB/CHEMICAL THREAT**

The Nominated Supervisor will implement the following procedures:

If a bomb/chemical threat is received by telephone:

- stay calm
- do not hang up
- refer to the bomb threat checklist.

If a bomb/chemical threat is received by mail:

- avoid handling of the letter or envelope
- place the letter in a clear bag or sleeve
- inform the Police immediately.

If a bomb/chemical threat is received electronically or through the service's website:

- do not delete the message
- contact police immediately.

Ensure doors are left open.

Do not touch any suspicious objects found.

If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered.

Notify the Education and Care Regulatory Authority of incident as set out in our Incident, Injury, Trauma, and Illness Policy.

### **IN CASE OF SNAKE SIGHTING**

1. Move children away from danger area;
2. Send a message to Main Office informing a staff member of the location of the snake;
3. Keep snake in view and ensure children remain clear; and
4. in case of snakebite, call for trained first aider to administer appropriate care.



## Bomb/substance threat checklist

*This checklist should be held by persons who regularly accept incoming telephone calls.*

### KEEP CALM

CALL TAKER		CALL TAKEN	
Name		Date/Time:	
Telephone #		Duration of call	
Signature		Number of caller	

### Complete the following for a BOMB THREAT

QUESTIONS	RESPONSES
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
What is your name?	
Where are you going?	
What is your address?	

### Complete the following for a SUBSTANCE THREAT

QUESTIONS	RESPONSES
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance a liquid, powder or gas?	
Did you put it there?	

### CHARACTERISTICS OF THE CALLER

Sex of caller	
Estimated age	
Accent if any	
Speech impediments	
Voice (loud, soft, etc)	
Speech (fast, slow etc)	
Dictation (clear, muffled, etc)	
Manner (calm, emotional, etc)	
Did you recognise the voice?	
If so, who do you think it was?	
Was the caller familiar with the	

### LANGUAGE

<input type="checkbox"/> Abusive	<input type="checkbox"/> Taped
<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller
<input type="checkbox"/> Other (Specify)	





BACKGROUND NOISE	
<input type="checkbox"/> Music	<input type="checkbox"/> Local call
<input type="checkbox"/> Machinery	<input type="checkbox"/> Long Distance Call
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Other (specify)

EXACT WORDING OF THREAT

ACTIONS	
REPORT CALL TO:	
ACTIONS:	

## **MAJOR EXTERNAL EMISSIONS/SPILL (includes gas leaks)**

The Nominated Supervisor will:

- Call the Fire Brigade on 000.
- Turn off gas supply.
- If it's a gas leak onsite, notify the gas provider (number can be found on the emergency numbers and key contacts page).
- Implement evacuation procedures.
- Check staff, children and visitors are accounted for.
- Await 'all clear' or further advice before resuming normal children's services activities.
- Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.
- Notify WorkSafe ACT if required.

## **INTERNAL EMISSION/SPILL (e.g. cleaner's storeroom)**

The Nominated Supervisor will:

- Move staff/children away from the spill to a safe area.
- If safe to do so, direct staff to clean the spill. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet.
- Contact the Fire Brigade if the nature of the emission/spill is unknown or it is unsafe to manage.
- Notify WorkSafe if required.

## **EARTHQUAKE**

- Don't panic.

If outside

The Nominated Supervisor will instruct staff and children to:

- Stay outside and move away from buildings, streetlights, and utility wires.
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by covering their head and neck with your arms and hands
  - HOLD on until the shaking stops.

If inside

The Nominated Supervisor will instruct staff and children to:

- Move away from windows, heavy objects, shelves etc.
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
  - HOLD on until the shaking stops.

After the earthquake the Nominated Supervisor will:

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building.
- Instruct educators, staff, and children to watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Ask educators and staff about the status of staff, children, and visitor safety.
- Arrange medical assistance where required.
- Instruct educators and staff to help others if possible.
- Tune in to ABC radio, if possible, to follow any emergency instructions.

If there is damage to the facility and it is OK to do so, you may take notes and photographs for insurance purposes.

### **MEDICAL EMERGENCY**

- Check for any threatening situation and remove or control it (if safe to do so).
- Remain with the casualty and provide appropriate support.
- Notify First Aid Officer and the Nominated Supervisor.
- Notify the ambulance by dialing '000'.
- The Nominated Supervisor will designate someone to meet and direct the ambulance to the location of the casualty.
- Do not leave the casualty alone unless emergency help arrives.
- Do not move the casualty unless exposed to a life-threatening situation.

Refer "Administration of First Aid" in our Incident, Injury, Trauma, and Illness Policy.

### **INTRUDER/PERSONAL THREAT**

- Notify the Nominated Supervisor who will request assistance from the police by dialing '000'.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- The Nominated Supervisor will determine if evacuation or lockdown is required. Evacuation should only be considered if safe to do so.

**Appendix B**

## Emergency Communication Procedure

The approved provider will ensure there is access to reliable communication channels in the event of an emergency by maintaining access to a telephone (such as fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment) at all times.

The main telephone is located at **the Administration Office**. If there is a complete loss of electricity and the telephones are not available, a mobile phone will be available and ready to use at all times to ensure educators can make emergency contact.

The nominated supervisor will, *where possible*:

- Listen to local radio stations (e.g., local ABC station) during emergencies to access current information about the situation.
- Ensure that families are provided with current information about an emergency situation, the actions taken to protect their child, and what actions families should take, through an accessible communication channel such as social media, service website, SMS or email. Multiple channels may be used to assist the flow of information
- Ensure that current information about any service closure due to the emergency is provided through the same communication channels
- Ensure current information about families' emergency contact details is maintained. This may include families' phone numbers, email addresses and social media accounts. The nominated supervisor will regularly remind families through service communications to update their contact details if required. This information is located in Xplor platform. A hard copy will also be part of each rooms grab bag.



## Appendix C

### Emergency Drill/Exercise ‘Observer’ Record

Item	Yes	No
	✓	✓
Were emergency services briefed on exercise prior to exercise being started?		
Did the person discovering the emergency alert the other occupants?		
Was the alarm activated?		
Was the emergency service notified promptly?		
Did staff direct persons from the building/site per the evacuation procedures?		
Were isolated areas searched?		
Was the evacuation logical and methodical?		
Did someone take charge? If yes, who?		
Did occupants act as per instructions?		
Was a roll call conducted for:		
Children		
Staff		
Visitors (including contractors and volunteers)		
Was someone appointed to liaise with the emergency service/s?		
Was someone appointed to liaise with the parents/community?		
Was the emergency service given the correct information?		
Did anyone re-enter the premises before the “all clear” was given?		
Did anyone refuse to leave the building/site?		
Area of Emergency plan tested by current exercise:		



## Appendix D: Risk assessment template for emergencies

This is an example taken from the Victorian [Guide to Developing an Emergency Management Plan](#) - refer for further information and written example. Please see attached.

1. Identified Hazard	2. Description of Risk	3. Current control measures implemented at our early childhood service	4. Risk Rating			5. Treatments to be Implemented	6. Revised Risk Rating after implementing Treatments		
			A Consequence	B Likelihood	C Risk Level		A Consequence	B Likelihood	C Risk Level
<p><i>Only include in your EMP those hazards that are applicable to your early childhood service</i></p> <p><i>The examples provided below are not intended to be exhaustive.</i></p>		<p><i>Only include in this column those controls that have actually been implemented in your early childhood service.</i></p> <p><i>If you choose to use any of the examples below, make sure the wording describes the situation in your workplace.</i></p>				<p><i>Measures to be taken by our early childhood service to eliminate or reduce impact of the risk</i></p>			