

EMERGENCY EVACUATION PROCEDURE

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 arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Working in conjunction with the *Emergency Evacuation Policy*, this procedure provides detailed steps for educators to confidently manage emergency situations effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Education and Care Services National Law or Regulations (*S. 165A, 174. R. 4, 12, 97, 98, 99, 136, 168, 170, 171 and 175*) NQS QA2 Element 2.2.1, 2.2.2 Children's Health and Safety QA7 Element 7.1.2 and 7.1.3 Governance and Leadership

Related Policy: *Emergency Evacuation Policy*

STEP 1: DURING AN EVACUATION		
1	Chief Warden (Surrie) makes the final call for an evacuation/lock down/shelter-in place response. (This person will be referred to as Chief Warden throughout this procedure).	
2	Chief Warden will activate the Service's <i>Emergency Management Plan</i>	
3	Chief Warden will: - contact emergency services on 000 stating name and address of the education and care service and the nearest cross street - state reasons for evacuation, phone contact number and number of children and adults evacuating - liaise with emergency services for further instructions	
4	Chief Warden will: moves through the premises continually blowing the whistle or calling out the secret code (The cat sat on the mat) and stating the designated assembly point	
5	Designated Resource Officer/First aid officer (teachers and educators) will: - collect Emergency Evacuation Kit - collect portable First Aid Kit - gather copies of Medical Management Plans and required medication - check room for children and adults while collecting these items - close all windows and doors as you move through the service, if possible - shut off power, gas and water as required - attend assembly point - ensure support personnel have completed delegated tasks	

	- once children are safely evacuated, administer first aid if required - respond to any direction given by the Chief Warden	
6	Educators and staff will: - remain calm and reassure children - lead children to designated assembly point - assist with the movement of young children and any non-ambulant children - search building/premises for children and/or visitors - close the windows and doors if close by	
7	Early Childhood Commanders (Leanne and Tammy) will: - check room for children and adults - check all windows and doors as you move through the service, if possible - shut off power, gas and water as required - attend assembly point - ensure support personnel have completed delegated tasks - once children are safely evacuated, administer first aid if required - respond to any direction given by the Chief Warden	
8	The designated educator will use OWNA to check that all children, staff and visitors are accounted for when assembled at designated location and respond to any direction given by the Chief Warden	
9	Educators will support and supervise children until the service is cleared by emergency services	
10	Chief Warden will: - respond to requests from emergency services personnel - confirm when evacuation/lockdown is completed - provide information to other staff members to contact families when it is safe	
10	Management/Communications officer (Michelle) will: - communicate information to staff, children and visitors as appropriate - provide instructions to parents/families as required - contact parents/families as requested by the Chief Warden - keep accurate records of children that may be collected by families during the evacuation	

STEP 2: EVACUATING NON-AMBULATORY CHILDREN OR CHILDREN REQUIRING ADDITIONAL ASSISTANCE

Educators will:

1	use emergency equipment to assist with infants and non-ambulatory children. Emergency equipment used at our Service include [identify emergency evacuation equipment]	
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2	assess children's developmental milestones and physical mobility during emergency evacuation rehearsals to ensure children who cannot walk independently or require assistance will be identified and prioritised for evacuation in an emergency situation	
3	ensure weight restrictions and maximum capacity requirements are maintained at all times when using emergency equipment during an emergency evacuation	
4	use pre-planned routes for emergency evacuations, using ramps and paths	

STEP 3: INFORMING FAMILIES OF AN EVACUATION

1	Management/Communications officer will contact parents, guardians, or emergency contacts to inform them of the emergency incident. They will also advise whether children can be collected from the designated assembly point or, if permitted, from the Service once it is safe to re-enter.	
2	Educators will keep a record of the time parents/guardians are contacted and the name of the person spoken with	
3	Sample phone/email communication: <i>We want to inform you that due to [reason for evacuation, e.g., a fire alarm activation], the children and staff have safely evacuated the Service. All children are accounted for and are currently at our designated emergency assembly point at [location name].</i> <i>You are welcome to collect your child from this location. Please check in with a staff member upon arrival so we can ensure a smooth and safe dismissal.</i> <i>We will also do a post to families on OWNA</i> <i>We will continue to provide updates as needed. If you have any questions, please contact us at 0429107762</i>	
4	As children are collected by parents or emergency contacts, educators will ensure sign out records are accurately documented, including: • date of collection • time of collection • name of person collecting the child (if verbal authorisation has been provided ensure this is documented and written authorisation obtained at a later date)	
5	The approved provider/nominated supervisor will liaise with emergency services to determine if the Service must remain closed. They will communicate any necessary updates to parents and guardians as required.	

STEP 4: FOLLOWING AN EVACUATION

Management will:		
1	send families a letter confirming the evacuation and procedures implemented (<i>Emergency Evacuation Rehearsal Letter to Families</i>)	
2	if the Service is not able to continue to operate, notify families when it is safe to return and alternative options for education and care in the area	
3	complete the <i>Emergency Evacuation Record</i>	
4	notify the regulatory authority within 24 hours- NQA IT System	
5	liaise with any attending emergency service for debrief and feedback on emergency procedure	
6	organise counselling for children and staff if required, to support emotional well-being following the evacuation	

REVIEW OF PROCEDURE			
Date procedure created	8/7/2026	To be reviewed	JULY 2027
Approved by	Michelle Donadel	Signature	
Procedure Reviewed Date	Modifications/Changes		
February 2025	Procedure reviewed • additional section added for evacuation of non-ambulatory children • additional section added regarding informing families of an evacuation • related Emergency Evacuation Resources section added to procedure • <i>Informing Families of an Emergency Procedure</i> merged with <i>Emergency Evacuation Procedure</i>		



EMEGENCY EVACUATION RESOURCES		
NAME OF RESOURCE	RESOURCE DESCRIPTION	DESKTOP LIBRARY LOCATION
Emergency and Evacuation Policy	This policy covers guidelines and procedures for Services to ensure the safety and well-being of children, staff and visitors during a response to emergencies. It provides evacuation protocols, staff responsibilities and risk management strategies to ensure an organised and effective response during an emergency situation.	QA2 Policy Library
Emergency Evacuation Procedure	This procedure provides detailed steps for educators to confidently manage emergency situations effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.	Resources > Procedures
Bomb Threat Procedure	This procedure provides detailed steps for educators to follow in the event of a bomb threat at the Service	Resources > Procedures
Extreme Weather Procedure	This procedure provides additional safety precautions for educators and staff to follow in the event of severe or extreme weather conditions.	Resources > Procedures
Emergency Management Team Structure Guide	This procedure provides an overview of roles and responsibilities for an organised and effective response to emergencies.	Resources > Procedures
Emergency Evacuation Record	This record is available to document emergency evacuations that may have occurred at the Service, helping to identify areas of improvement.	Resources > Forms
Emergency Management Plan	An Emergency Management Plan is available to guide and document the Services emergency procedures including risk assessments, emergency management and emergency equipment.	Resources > Forms
Emergency Support Services Record	This record is available to maintain up-to-date contact details for emergency services.	Resources > Forms
Potential Emergencies Risk Assessment	This risk assessment is a regulation requirement (reg 97) and is available to identify potential emergencies and associated risks.	Resources > Forms
Interruptions to Care - Risk Assessment Action Plan	This risk assessment may be used to identify and evaluate potential risks which may disrupt the provision of care, ensuring contingency plans are in place to maintain the safety of children.	Resources > Forms



Planned and Unplanned Power Outage Procedure	This procedure provides guidelines for management and educators to follow in response to a planned or unplanned power outage	Resources > Forms
Bomb Threat Checklist	This checklist is available for staff to use during a bomb threat emergency to gather critical information, while assisting emergency services in assessing and managing the threat.	Resources > Checklists
Emergency Evacuation Kit Checklist	This checklist is available to ensure all necessary supplies and equipment are readily available and accounted for during an emergency.	Resources > Checklists
Fire and Safety Equipment Checklist	This checklist is available to ensure all fire and safety equipment is regularly inspected, properly maintained and ready to use during an emergency.	Resources > Checklists
Emergency Management Audit	This audit is available to evaluate and review the effectiveness of the Services emergency procedures, ensuring all related resources are completed on a regular basis.	Resources > Audits
Emergency Evacuation Situation Letter	This letter is available to inform families about an emergency evacuation, detailing the situation, actions taken and any necessary follow-up or safety measures.	Resources > Letters