



FLOOD EMERGENCY 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 a flood 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 *Flood Management Policy* and *Emergency Evacuation Policy*, this procedure provides detailed steps for educators to confidently manage flood emergency situations effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors during a flood event.

Education and Care Services National Law or Regulations (R.1(d), 97, 98, 99, 136 and 168) NQS QA 2 Element 2.2.1, 2.2.2 Children's Health and Safety QA 7 Element 7.1.2 and 7.1.3 Governance and Leadership

Related Policy: Flood Management Policy and Emergency Evacuation Policy

STEP 1: PREPARATION FOR FLOOD EVENTS		
1	The Approved Provider, Nominated Supervisor will ensure all staff and educators review and update the service's <i>Flood Management Policy</i> on a regular basis, every 12 months. The Policy will be reviewed in consultation with relevant authorities (SES, Local Council), families and educators.	
2	A Risk Assessment and Emergency Management Plan (EMP) has been completed and is reviewed every 12 months or following an emergency event	
3	The Risk Assessment will provide provisions for safe removal and transport of animals during a flood event	
4	Families are aware of the services Flood Management Policy and EMP	
5	Procedures regarding emergency evacuation are followed including emergency evacuation drills practiced every 3 months and emergency procedures displayed in prominent positions near each exit.	
6	Consideration for how and where critical records are stored, for example if records are likely to be impacted during an emergency event	
7	The service keeps up to date with current emergency, flood and weather warnings	
8	Staff are familiar with the warning levels and what action needs to be taken during a flood	
9	Staff are familiar with the emergency evacuation plan identifying routes and safe locations if evacuation is required	
10	An emergency evacuation kit is fully stocked and easily accessible at all times	

STEP 2: EVACUATION DUE TO A FLOOD RISK EVENT		
1	The Approved Provider, Nominated Supervisor and educators will ensure instructions are followed by Emergency Services at all times	
2	The Approved Provider, Nominated Supervisor or Responsible Person will ensure families are kept up to date regarding emergency and flood warnings for the area	
3	Heavy rain in a short period time can pose localised flooding to Colleen Place. Staff will closely monitor the situation (weather forecast, drain and street water levels) and inform families if they need to collect their children earlier.	
4	Staff are to initiate protective actions where possible including moving furniture to higher ground, ensure chemicals are placed on a high shelf, place sandbags where required, over toilet bowls and over shower and bath outlets to prevent backflow of sewerage into the Service	
5	The Approved Provider, Nominated Supervisor or Responsible Person will contact families to arrange collection of children once an Emergency Evacuation order has been issued for the area	
6	The <i>Emergency Evacuation Procedure</i> will be followed during emergency flood events where children, staff and visitors are required to evacuate the service during operating hours	
7	Staff will ensure copies of Medical Management Plans, required medication and portable first aid kit are collected during evacuation of the Service	
8	Educators will support and supervise children until children are collected by families	
9	Staff are advised to avoid entering flood waters	

STEP 3: RECOVERY AND RESPONSE FOLLOWING A FLOOD EVENT		
1	Staff will wait until emergency services have declared the area safe before entering the flood zone	
2	Staff will wear rubber boots or rubber soled footwear and rubber/leather gloves when entering the Service	
3	The Approved provider will check with electricity, gas and water establishments to determine if the supplies to the Service and local area has been affected and if it safe for them to be turned on	
4	Staff will be aware of damaged power lines, bridges, buildings, trees surrounding the Service	
5	The Approved Provider will, if possible, take photographs for insurance claims	
6	The Approved Provider will contact 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 or if the service is required to close for a period of time, including closed due to a result of a local emergency	
7	The Approved Provider, Nominated Supervisor or Responsible Person will liaise with any attending emergency service for debrief and feedback on emergency procedure	
8	The Approved Provider will notify families when it is safe to return and alternative options for education and care in the area if the Service is not able to continue to operate	

REVIEW OF PROCEDURE			
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Approved by	Michelle Donadel	Signature	<i>Michelle Donadel</i>
Procedure Reviewed Date	Modifications/Changes		Version
December 2022	New procedure developed		VJULY2027