EMERGENCY EVACUATION POLICY

Purpose

Insight Early Learning is committed to ensuring the safety and wellbeing of each child, educator, family member, and visitor during emergency situations. This policy outlines the processes for emergency planning, response, and review, ensuring preparedness and compliance with relevant legislation and the National Quality Framework.

Scope

This policy applies to children, families, staff, the Approved Provider, Nominated Supervisors, students, volunteers, management, and visitors.

Legislative Requirements

Education and Care National Law	
Regulations	**Description**
167	Offence relating to protection of children from harm and hazards
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168(2)(e)	Policies and procedures - emergency and evacuation
85 - 87	Incident, injury, trauma and illness recording and notification
89	First aid kits

Relevant National Quality Standard (NQS) Elements

Quality Area 2 – Children's Health and Safety	
2.2.1	Supervision
2.2.2	Incident and emergency management
2.1.2	Health practices and procedures
Quality Area 7 – Governance and Leadership	
7.1.2	Management systems

Implementation

Emergency Risk Assessment

- An **annual risk assessment** identifies and evaluates potential emergencies specific to each location.
- This includes building safety (structural integrity, gas/electrical systems), local environmental risks, and other hazards.
- The risk assessment informs the Emergency Management Plan (EMP) and is reviewed whenever significant changes occur.

Emergency Plans and Display

- **Emergency evacuation plans and procedures** are displayed near each exit (indoor and outdoor), including clearly marked:

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  - Exit routes
  - Assembly points
  - Floor plans
- Obstructions to exits or hallways are strictly prohibited.

Emergency Evacuation & Medical Bags

- Each room has a clearly marked **Emergency Evacuation and Medical Bag**, which is:
  - Audited and restocked regularly
  - Includes: first aid, PPE, nappies, emergency contacts, medical action plans, essential supplies

Fire Safety & Equipment

- All staff are trained in the **proper use of fire equipment**, including fire extinguishers, blankets, and hoses.
- Equipment is located in accessible, clearly signed areas and maintained by authorised technicians.
- Equipment is inspected in line with **AS 1851-2012**, and documentation is maintained.

First Aid Kits

- Portable **first aid kits** are readily available and inspected regularly to meet emergency needs.
- At least one staff member on site holds **current ACECQA-approved First Aid, Anaphylaxis, and Asthma training**.

Evacuation Procedures

The **Nominated Supervisor or Responsible Person** will:

- Call emergency services (000) immediately
- Collect emergency and medical bags
- Direct room leaders to collect children's medication and Medical Management Plans
- Move all children, staff, and visitors to the designated assembly point
- Administer first aid if required
- Communicate with families once emergency services have arrived
- Follow emergency services' instructions

Evacuation Drills

- **Rehearsed every 3 months** with all children, staff, and volunteers
- **Spontaneous drills** may be conducted to improve preparedness
- Each drill is:
  - **Timed and documented**
  - Evaluated for improvements

Incident & Emergency Documentation

- **Emergency Evacuation Incident Report** completed after each event
- **Incident, Injury, Trauma, and Illness Record** completed for any injury or trauma
- Reports include:
  - Time/date of evacuation
  - Reason for evacuation
  - Staff actions and any notable incidents

Notifying Authorities

- A **serious incident notification** is submitted to the **regulatory authority within 24 hours**:
  - If emergency services attend
  - If the incident poses a risk to children's health/safety
- **Service closures** due to emergencies are reported to the Department of Education (CCS) and Regulatory

Authority

Multi-Storey Buildings & Non-Ambulant Children

- Plans include:
  - Use of evacuation cots
  - Increased staff ratios
  - Safe stairwell usage
- Staff are trained in evacuating **non-mobile children** efficiently and safely

Privacy and Confidentiality

- Medical and emergency contact information is:
  - Stored securely
  - Accessed only by authorised personnel
  - Handled in line with the **Privacy Act 1988 (Cth)**

Roles and Responsibilities

- All staff, including relief staff and volunteers, are trained in their specific **emergency responsibilities**
- Roles are clearly displayed alongside evacuation plans in each room

Family Communication

- Families are informed of evacuation **drills and procedures**
- Communication is maintained during and after emergencies

Emergency Contacts

- Emergency telephone numbers are displayed next to all phones, including:
  - Fire, Police, Ambulance
  - SES and local emergency contacts

Training and Induction

- Induction for all staff includes **emergency and evacuation procedures**
- Regular refreshers provided for ongoing staff
- All staff must demonstrate understanding of the emergency process during annual reviews

Dealing with Trauma

- Trauma support provided to educators and families post-emergency
- Referrals to **BeYou** and **Emerging Minds** as needed

Definition of Emergency

An emergency is any **unplanned, sudden event** that poses an immediate risk to the health, safety, or wellbeing of children or adults.

Types of Emergencies

Evacuation may be required due to:

- Fire (on-site or nearby)
- Flooding or storm damage
- Cyclone, earthquake, or extreme weather
- Dangerous intruders or animals
- Chemical spills or gas leaks
- Terrorism or traffic accidents
- Communication failure requiring closure

Australian Warning System (AWS)

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- **Advice (Yellow)** – Stay alert, no immediate danger
- **Watch and Act (Orange)** – Prepare to act immediately
- **Emergency Warning (Red)** – Take immediate action to ensure safety

Staff are trained in recognising AWS levels and responding appropriately.

Resources

- Australian Government Childcare Emergency: education.gov.au
- Bureau of Meteorology: bom.gov.au

Review

This policy will be reviewed annually or as legislation, regulations, or best practice changes.

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