

ECEC Procedure 12.1

Emergency and Evacuation

Controlled Document

Version:	1.0	Date of approval:	March 2026	Date of next review:	March 2029
Document Owner:	Manager – Early Childhood Education & Care		Approved by:	Executive Manager – Children & Youth Services	
Reviewed by:	Project Officer – Early Childhood Education & Care		Quality & Risk		

Policy attached to this procedure	ECEC Policy 12 – Emergency and Evacuation
--	---

Emergency and evacuation situations in Early Childhood and School Aged 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

STEP 1: DURING AN EVACUATION

1	Chief Warden/Incident Manager (Director, Nominated Supervisor/Responsible Person) makes the final decision 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/Incident Manager (Nominated Supervisor/Responsible Person) will: <ul style="list-style-type: none"> • Contact emergency services on 000 stating name and address of the education and care service and the nearest cross street • State reason for evacuation, phone contact number and number of children and adults evacuating • Liaise with emergency services for further instructions
4	Educator (or designated staff member) moves through the premises continually blowing the whistle or calling out the secret code (for example: <i>apple</i> if there is a lockdown) and stating the designated assembly point
5	Educators and staff will: <ul style="list-style-type: none"> • remain calm and reassure children • lead children to designated assembly point

	<ul style="list-style-type: none"> assist with the movement of babies, young children and any non-ambulant children (see Step 2: Evacuating infants and non-ambulatory children below) search building/premises for children and/or visitors 	
6	Designated educator/staff member will: <ul style="list-style-type: none"> Collect child sign in sheets Collect staff sign-in records Collect visitor sign-in records 	
7	Designated educator will use sign-in records to check that all children, staff and visitors are accounted for when assembled at designated location Respond to any direction given by the Incident Manager (Nominated Supervisor/Responsible Person)	
8	Educators will support and supervise children until the service is cleared by emergency services	
9	Designated educators will: <ul style="list-style-type: none"> collect Emergency Evacuation bag (Grab and Go bag) 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 Incident Manager (Nominated Supervisor/Responsible Person) 	
10	Chief Warden/Incident Manager (nominated supervisor/responsible person) will: <ul style="list-style-type: none"> 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 	
11	Management/Nominated Supervisor/Responsible Person will: <ul style="list-style-type: none"> communicate information to staff, children and visitors as appropriate provide instructions to parents/families as required contact parents/families as required or requested by the Incident Manager keep accurate records of children that may be collected by families during the evacuation 	
12	Nominated Supervisor/ Responsible Person to inform Team Leader/Line Manager as soon as practicable, or within one hour of the incident occurring. Team Leader/Line Manager will inform Program Manager and/or Executive Manager.	

STEP 2: EVACUATING INFANTS AND NON-AMBULATORY CHILDREN

Educators will:

1	use emergency equipment to assist with infants and non-ambulatory children.	
----------	---	--

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	Chief Warden 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
4	As children are collected by parents or emergency contacts, educators will ensure sign out records are accurately documented, including: <ul style="list-style-type: none"> • 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	Confirm with families in writing the evacuation and procedures implemented
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