

## P2-06: Emergency and Evacuation Policy

Under the *Education and Care Services National Regulations*, Queanbeyan & District Preschool Association (QDPA) must ensure that policies and procedures are in place for emergency and evacuation and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

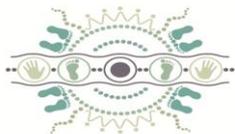
Emergency and evacuation situations at QDPA may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families, and visitors.

Ensuring that educators and children know what to do in an emergency requires vigilant planning and practice. Regularly practicing the drills for emergency situations also provides an opportunity to help support and build on children’s coping mechanisms and resilience.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
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.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Sec 174(2)(a)	Serious incident - Any emergency for which emergency services attended
Sec 174(2)(c)	Any incident that requires the approved provider to close, or reduce the number of children attending the service for a period
Sec 174(2)(c)	Any circumstance at the service that poses a risk to the health, safety or wellbeing of a child attending the service



4	Definitions “multi-storey building” and “storey”
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
136	First aid qualifications
168	Education and Care Services must have policies and procedures
170	Policies and procedures are to be followed
171	Policies and procedures to be kept available
175	Prescribed information to be notified to Regulatory Authority

## RELATED POLICIES

Acceptance and Refusal Authorisation Policy Administration of First Aid Policy Child Safe Environment Policy Delivery of Children to, and collection from Education and Care Service Premises Enrolment Policy	Incident, Injury, Trauma, and Illness Policy Record Keeping and Retention of Records Policy Sun Protection Policy Supervision Policy
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## PURPOSE

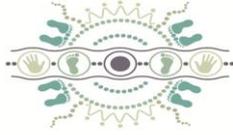
QDPA has a duty of care to maintain the safety and wellbeing of each child, educator, and all persons using or visiting our Preschools during an emergency or evacuation situation. We are committed to identifying risks and potential hazards of emergency and evacuation situations by conducting thorough risk assessments on an annual basis and continually plan for further risk minimisation and improvement to our policy and procedures.

## SCOPE

This policy applies to children, families, staff, educators, Approved Provider, Nominated Supervisor, students, volunteers, management, and visitors of the Service.

## IMPLEMENTATION

We define an emergency as an unplanned, sudden, or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to persons, or damage to the Preschool’s premises. Emergency situations may pose a risk to an individual’s health and safety. It is important that QDPA identify potential



emergencies that may be specific to their location and environment. Severe heat or heatwaves, also pose an immediate risk to young children and require risk mitigation strategies to be implemented. [See: *Sun Protection Policy*]

An emergency is any event, situation, or event where there is an imminent or severe risk to the health, safety, or wellbeing of children at the service. National Regulations state that emergency evacuation rehearsals (drills) are to be practiced and reviewed every three months by the responsible person, all staff members, volunteers, visitors and children present on the day. (Guide to the NQF).

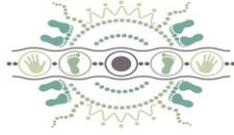
Circumstances under which an emergency evacuation will occur may include:

- Fire within the building or playground
- Fire in the surrounding area where the Preschool may be in danger.
- Flood
- Cyclone, severe storm or dust storm or other natural weather event
- Dangerous animal, insect, or reptile
- Terrorist threat
- Other circumstances may include:
  - gas explosion, traffic accident, or any event which could render the building unsafe (e.g.: earthquake).

The approved provider, in conjunction with educators of QDPA, will conduct a comprehensive risk management plan in order to identify any risk/s or hazards associated with potential emergencies that may affect the safe evacuation of children from the Service.

The risk management plan will be reviewed at least annually or after being aware of an incident or circumstance that may affect the safe evacuation of children. All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement within QDPA. If a risk concerning the safe evacuation of a child is identified during the risk assessment, the approved provider must update the *Emergency and Evacuation Policy* and procedure as soon as possible. The risk assessment is to be stored safely and securely and kept for a period of 3 years.

## THE AUSTRALIAN WARNING SYSTEM (AWS)



The Australian Warning System (AWS) is a nationally consistent, three-tiered approach designed to make warnings clearer and lead people to act during emergencies like bushfire, flood, storm extreme heat and severe weather. The warning system comprises of levels, action statements, hazard icons, colours, and shapes. <https://www.ses.nsw.gov.au/about-us/our-warnings/>

The three warning levels are:

**Advice (Yellow):** An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Monitor conditions.

**Watch and Act (Orange):** There is a heightened level of threat. Conditions are changing and you need to start taking action now. Prepare to leave/evacuate. Do not enter flood water.

**Emergency Warning (Red):** An Emergency Warning is the highest level of warning. You need to take action immediately. Leave/evacuate (immediately by am/pm/hazard timing).

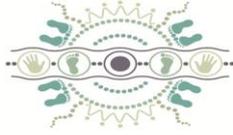
When there is an Emergency Warning, educators need to prepare for possible emergency evacuation and implement the procedures effectively to ensure the safety of all children, staff, families, and visitors in the Preschools.

#### THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT AND EDUCATORS WILL ENSURE:

- obligations under the *Education and Care National Law and Regulations* are met
- emergency and evacuation policies and procedures are always available for inspection at the Preschool's premises.
- The Approved Provider will conduct an annual risk assessment to identify potential emergencies that are relevant to QDPA.
- the approved provider will review the risk assessment after becoming aware of any circumstance that may affect the safe evacuation of children from the Service
- relevant stakeholders/authorities are consulted for advice and guidance to improve risk mitigation strategies as part of our emergency and evacuation plan (police, fire, parents/families)
- an Emergency Management Plan (EMP) is developed and updated
- all staff and educators have a thorough understanding of the [Australian Warning System \(AWS\)](#)



- the [Bureau of Meteorology \(BOM\)](#) will be checked regularly to monitor emergency situations and warnings relevant to our Service location
- consideration is made to evacuate non-ambulant children evacuating the premises resulting in enhanced ratios.
- emergency rehearsals should involve other building tenants (where applicable)
- emergency evacuation plans are displayed in prominent positions near each exit at the Preschool premises.
- the emergency and evacuation procedures include instructions for what must be done in the event of an emergency.
- emergency evacuation plans include a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes from all locations within the Preschool.
- all exits have exit signs clearly visible.
- there are no obstructions in hallways, stairways, or emergency exits.
- all educators, including casual/relief educators and staff members, are familiar with our *Emergency and Evacuation Policy*, procedures, and regulatory requirements.
- new staff, volunteers and students are provided with information and training about our *Emergency and Evacuation Policy* and procedures during induction.
- all staff, visitors and students are aware of emergency evacuation points and assembly areas.
- designated staff (chief warden and deputy warden's) are trained how to use emergency equipment such as fire extinguishers, fire blankets, hoses etc.
- emergency evacuation rehearsals (drills) and lockdown drills are to be practiced and reviewed *every three months* by the responsible person, all staff members, volunteers, and children present on the day.
- families are informed of the purpose and importance of regular emergency evacuation rehearsals upon enrolment
- spontaneous rehearsals also take place during the year to assist in refining risk management procedures and evacuation procedures.
- each time a planned or spontaneous emergency evacuation drill is performed it is to be timed and documented in the *Evacuation/Head Count* record on OWNA.
- after reflection, notes on any areas that need improving or revising are to be documented in the *Evacuation/Head Count* record on OWNA. Educators will discuss and implement strategies to make continuous improvement to procedures which will be documented in the Preschool's Staff Meeting minutes and Quality Improvement Plan (QIP).
- children are provided with appropriate support and information before, during and after emergency and evacuation rehearsals (drills)



- all staff are aware of their roles and responsibilities in event of an emergency.
- regular communication with families includes information about emergency and evacuation procedures.
- families are informed when a rehearsal or drill has occurred.
- each room has an *Emergency Evacuation Bag* located in a prominent position.
- *Emergency Evacuation Bags* are regularly audited and restocked as required.
- an up-to-date register of emergency telephone numbers for children is maintained and is available in OWNA.
- portable First Aid Kits are readily available in case of an emergency evacuation and are in the *Emergency Evacuation Bag*
- at least one staff member or one Nominated Supervisor who holds current ACEQCA approved first aid qualifications, approved anaphylaxis management and emergency asthma management training is in attendance at all times.
- Medical Management Plans for children can be accessed easily.
- children's medication is collected during an evacuation.
- all fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout the Preschool will be inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851-2012: *Maintenance of Fire Protection Systems and Equipment*.
- extinguishers will be emptied, pressure tested, and refilled every five years.
- all tests performed on emergency equipment and the date on which it was tested will be recorded on a label or metal tag attached to the unit. Certificates to verify testing will be filed.
- ensure smoke detectors are regularly tested and batteries replaced annually.
- staff and educators have access to an operating telephone or other means of communication (mobile phone)
- in the event of a telephone not operating or no other means of communication the Service will consider closure of the Service (See *Closure of Service* below)
- emergency telephone numbers will be displayed prominently throughout the Preschool in the office, staff room and each area where children are educated and cared for.
- our emergency telephone list (located next to the telephone) includes the numbers for:
  - Police
  - Local fire station
  - Rural Fire Service
  - State Emergency Services (SES)

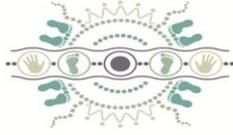


- following the emergency evacuation or an incident that poses a risk to the health and safety of children attending the Service, the Responsible Person will complete an *Evacuation/Head Count* report in OWINA and an *Incident, Injury, Trauma and Illness Record* will be completed
- the approved provider will make a notification of a serious incident to a regulatory authority (within 24 hours) through the [NQA IT System](#) when emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason or following an incident that poses a risk to the health and safety of children attending the Service
- the approved provider will notify the regulatory authority if the service is required to close for a period of time as a result of a local emergency (Reg.175 (2)(b))

## EMERGENCY AND EVACUATION PROCEDURE GUIDELINES

As per regulation 97, the emergency and evacuation procedures must set out-

- a) instructions for what must be done in the event of an emergency; and
  - b) an emergency and evacuation floor plan
- the Nominated Supervisor/Approved Provider/Responsible Person will make the final call to whether to evacuate the premises due to an emergency.
  - The Nominated Supervisor/Approved Provider/Responsible Person is to wear a QDPA chief warden red vests in order for emergency services to identify the person in charge quickly
  - contact 000 for local emergencies- provide name, address and nearest cross street, reason for evacuation, phone contact number, number of children and adults evacuating.
  - guidance will be provided by the relevant emergency service (Fire service, SES, Police)
  - educators to move all children, staff and visitors to identified evacuation/emergency assembly area as indicated on the *Emergency and Evacuation Plan*
  - teacher/lead educator to collect Emergency Evacuation Bag, Medical Management Plans, and associated children's medication.
  - teacher/lead educator collect First Aid Kit
  - responsible person to check daily attendance record and visitor record.
  - once children are safely evacuated, administer first aid if required.
  - Educators to remain calm and reassure children.
  - once emergency services arrive, admin and responsible person(s) contact parents/emergency contacts.
  - await instructions from relevant emergency services for re-entering premises or alternative evacuation procedure.



## FAMILIES WILL:

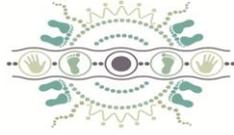
- ensure contact details are kept up to date.
- provide emergency contact details on their child's enrolment form and advise the service of any change of name or phone number.
- ensure the attendance record for their child is completed each day.
- ensure they are aware of the service's *Emergency and Evacuation Policy* and procedures.
- follow the directions of the Nominated Supervisor/Chief Warden in the event of an emergency or evacuation.

## CLOSURE OF THE SERVICE

There may be times where the normal operation of the service is disrupted, and the preschool is required to close temporarily during a planned or unplanned emergency occurrence. Situations that affect the normal operation include a local emergency which poses a risk to the health and safety of children attending the service, or where the service is inaccessible or is unsafe for children or staff or the emergency services/authority have directed the service to close.

Situations where QDPA may consider closure include:

- A period of local emergency, or emergency event
- Flooding
- Health emergency (i.e., pandemic)
- Bushfire
- Cyclone
- Unexpected absence of staff where ratios are unable to be met
- Severe outbreak of illness or disease
- Lack of access to operating phone/communication means
- Damage or vandalism to the service
- Chemical hazard
- Earthquake
- The approved provider or nominated supervisor will consult with emergency services/ local authorities regarding the closure of the service
- QDPA will ensure families are informed of emergency closures as soon as practicable to ensure immediate collection of children
- In the event of a planned closure, management will advise families as reasonably practicable through social media/phone calls/email to provide details of the planned closure including the period of closure



- The Approved Provider will notify the regulatory authority of the service closure within 24 hours of an incident

## DEALING WITH TRAUMA

Emergencies and natural disasters are extremely stressful, and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many different ways. Children look to adults for reassurance, care, and opportunities to share their feelings. It is important for educators to understand the impact of disasters and seek help when needed.

The Approved Provider/Nominated Supervisor will support educators to provide information to parents and families following any emergency or natural disaster including:

- will the service be open in the days and weeks ahead?
- how to find alternative care and education
- how to contact services for support with dealing with trauma

Employees are also able to access QDPA's EAP program to support them with any workplace trauma that may have occurred and will be supported and encouraged to do so.

Several organisations offer support for educators in these situations:

[Emerging Minds](#)

BeYou- [Trauma informed practice](#)

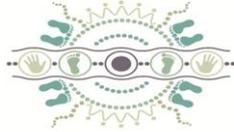
## PREPARING FOR AN EMERGENCY

Australian Government Department of Education - [Help in an emergency](#)

[Australian Government Bureau of Meteorology](#)

## JURISDICTION SPECIFICATIONS FOR EACH STATE

NEW SOUTH WALES (NSW)
<ul style="list-style-type: none"><li>• NSW Police: <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a></li><li>• NSW Rural Fire Service: <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a></li><li>• NSW State Emergency Services: <a href="http://www.ses.nsw.gov.au">www.ses.nsw.gov.au</a></li></ul>



## CONTINUOUS IMPROVEMENT/REFLECTION

The *Emergency and Evacuation Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators, and management.

## SOURCE

Australian Children’s Education & Care Quality Authority. (2023). Policy and procedure guidelines- [Emergency and evacuation guidelines](#).

Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Government Department of Education. (2023). [Help in an emergency](#)

Australian Government Department of Home Affairs. [Emergency Management](#)

Australian Government. National Emergency Management Agency. Australian Warning System.

<https://www.australianwarningsystem.com.au>

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Regulations](#). (Amended 2025).

Fire Protection Association Australia: [www.fpaa.com.au/](http://www.fpaa.com.au/)

NSW Department of Education. (2023). [Emergency Planning, Management, Response and Recovery](#)

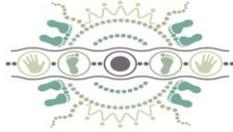
NSW Rural Fire Service: [www.rfs.com.au](http://www.rfs.com.au)

Revised National Quality Standard. (2026).

*Work Health and Safety Act 2011*.

## REVIEW

Version Control	Date	Author	Description of Change
1.0	2003	QDPA	Original Document
2.0-10.0	2005-2019	QDPA	Scheduled review
11.0	2021	QDPA	<ul style="list-style-type: none"> <li>Document reviewed with change in leadership team in 2021. Additional related regulations &amp; NQS references added.</li> <li>Version control and description box added to clarify reviewed items/new inclusions.</li> <li>Format change to include policy statement, purpose, scope and implementation, addition of footers and page numbering and general layout changes.</li> <li>Policy name changed to include Lockdown. Additional points added to various sections, sources included, and additional references added</li> </ul>
12.0	2023	QDPA	<ul style="list-style-type: none"> <li>annual policy maintenance</li> <li>additional information Australian Warning System (AWS)</li> <li>hyperlinks checked and repaired as required.</li> <li>continuous improvement/reflection section added.</li> </ul>



			<ul style="list-style-type: none"> <li>• update to DESE to Department of Education</li> <li>• Reference to OWNA for reporting and document evacuations/drills</li> </ul>
13.0	December 2024	QDPA	<ul style="list-style-type: none"> <li>• annual review of policy</li> <li>• additional information added re: closure of a service due to an emergency or evacuation situation</li> <li>• merged important information section within AP responsibilities</li> <li>• new resources from CCD added</li> <li>• added reference to QDPA EAP program</li> <li>• added hi-vis vest to be worn by responsible person in an emergency</li> <li>• sources updated</li> </ul>
14.0	January 2026	QDPA	<ul style="list-style-type: none"> <li>• annual review of policy</li> <li>• added detail of red chief warden vest</li> <li>• sources updated</li> </ul>