



Emergency Management Procedures Policy

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Policy Statement

An emergency is any situation that poses an immediate risk to the safety, health, or well-being of children, staff, or others within the environment. Emergencies require prompt action to prevent harm, mitigate danger, or ensure the safety of everyone involved. They can be broadly categorised into health emergencies, environmental emergencies, and security-related emergencies. Emergencies are usually unpredictable, urgent, have an impact on persons’ safety and require a pre-established emergency response plan to deal with them effectively. Child Australia’s services have emergency response plans tailored to various scenarios.

Rationale

The safety and well-being of children, staff, families, and visitors are our top priorities. This Emergency and Evacuation Procedures Policy is designed to ensure a coordinated, efficient, and effective response to any emergency requiring an Evacuation or to remain in lockdown on premise or critical incident, including fire, natural disasters, medical emergencies, or other potential risks.

Responsibility

Approved Provider:

- Carries the end responsibility to take reasonable care to protect children and employees from foreseeable risk of harm, injury, and infection.
- Ensures that facilities are appropriate for their purpose and maintained well.
- Organises debriefing opportunities for persons who have experienced, were involved in or witnessed an emergency.

Nominated Supervisor and Responsible Persons:

- There is an emergency response plan and a risk assessment for Evacuations and Lockdowns, whilst there are varying types of emergencies these are used as scenarios to act out in the event of a lockdown or evacuation.



- Emergency evacuation floor plans and instructions will be clearly displayed near the main entrance and exit in each room.
- There is access to a phone.
- Emergency Drills take place at least every three months for each identified potential emergency.
- Parents/guardians and staff are made aware of this policy and related procedures and can sight these documents.
- Staff know how to act in an emergency.
- A Fire Warden has been appointed.
- Regular thorough checks of the physical environment and risk assessments are conducted to identify and eliminate any potential hazards that might lead to an emergency.
- Emergency procedures are regularly reviewed and updated to reflect best practices and any changes in circumstances, legislation, or guidance.
- Emergency and evacuation procedures are clearly documented, accessible, and compliant with regulatory requirements.
- Respond to an emergency promptly, calmly, and effectively.
- All notifiable incidents are being reported within 24 hours to Education and Care Regulatory Unit, Department of Communities (Western Australia) or Quality Education and Care NT, Department of Education (Northern Territory) or via the NQAITS Portal

Staff:

- Familiarise themselves with all emergency policies and procedures.
- Participate in regular emergency drills.
- Educate children about varying emergency situation responses through practice and communication.
- Conduct regular, thorough environment checks and risks assessments to ensure hazards potentially leading to an emergency are identified and eliminated.
- Respond to an emergency promptly, calmly, and effectively.

Parents/Guardian:

- Familiarise themselves with the Service's emergency procedures.
- Be contactable or designate contactable emergency contact.
- If at service during emergency, follow instructions from staff leading the emergency procedure.
- Not to remove their child during an emergency unless authorised by staff leading emergency procedures.
- Possibly assist with emergency procedures.



Procedures

General Responsibilities for Service Management Team

1. Responsible Person/ Service Manager will be the Fire Warden Fire Warden is absent.

- Ensure all staff are trained and prepared for emergencies, including drills.
- Collect working mobile phone/iPad and ensure communication with emergency services.
- Assume Fire Warden duties if the designated Fire Warden is unavailable.
- Conduct roll checks and confirm the safety of all children and staff at the assembly area.

2. Fire Warden:

- Perform checks on the building to ensure it is empty, close all doors and windows (if safe).
- Oversee the evacuation process and ensure all areas are clear of children and staff.
- Hand over responsibility to emergency services upon their arrival and ensure that no one re-enters the building until it is deemed safe.

3. Educators/Staff:

- Act swiftly to follow the evacuation or lockdown procedures as per their assigned roles.
- Assist with headcounts and ensure all children are accounted for.
- Remain calm and keep children informed and safe during emergencies.

4. Emergency Drills:

- Conduct emergency drills without prior warning and at varying times of the day at least every three months for both evacuation and lockdown procedures.
- Document and retain records of each emergency drill for at least three years.

5. Documentation and Record-Keeping:

- Ensure the attendance roll, staff roster, and visitor logs are readily available during emergencies.
- Maintain an up-to-date list of emergency contacts and verify its availability during emergencies.



Final Steps:

- Review the evacuation and lockdown drills regularly.
- Maintain and update emergency equipment (e.g., medical bag, evacuation bag, fire extinguishers) in accordance with relevant safety standards.
- Ensure the management team and staff are trained and aware of their roles in emergency situations.

Evacuation Procedure for Early Years Services

1. Alert:

- Fire emergency is signalled by blowing the whistle 3 times.
- Educators and staff should immediately acknowledge the signal and begin evacuating the children.

2. Staff Roles and Responsibilities:

- **Fire Warden/Designated Person Responsible Person:**
 - Wear a high-visibility jacket/vest.
 - Collect evacuation bag and medications, attendance rolls, emergency gate key, evacuation folder with Ratio head check, staff roster, emergency contacts and room rolls.
 - Confirm that all doors and windows are closed to contain fire (only if it is safe to do so).
 - Ensure children are safely evacuated and headcounts are conducted.
 - Communicate with emergency services upon their arrival and hand over responsibility informing them of any missing persons and injured.
- **All Educators/Staff:**
 - Calmly place infants into evacuation cots or hold onto evacuation ropes as necessary.
 - Conduct ongoing headcounts during evacuation.
 - Fire warden to check all rooms (cot room, prep room, kitchen, bathrooms, toilet stalls, under furniture) to ensure no one is left behind.
 - Ensure the children are escorted to the designated assembly area/muster point.
 - Comfort and reassure the children



3. Evacuation Process:

- **Calmly and swiftly evacuate all children** from the building.
- **Headcounts:** Verify children's attendance using the attendance roll or online platform.
- **Staff Assistance:** Staff on breaks or other adults on-site (parents, tradespeople) will assist in the evacuation.

4. Post-Evacuation:

- Wait at the assembly area for further instructions from the Fire Warden or emergency services.
- Ensure the fire warden has all necessary documentation to conduct a roll check.

Lockdown Procedure For Early Years Service

1. Alert:

- The lockdown signal (pre-agreed phrase or sound) will be used to notify educators/staff.

2. Staff Roles and Responsibilities:

- **All Educators/Staff:**
 - **Lockdown:** Secure all external gates, doors, and windows.
 - **Lower Blinds/Shutters** (if applicable).
 - Gather necessary documents: attendance roll, ratio headcount tracker, emergency contacts, and staff roster.
 - Move children calmly into lockdown rooms, ensuring they stay away from windows.

3. Secure the Premises:

- Lock all doors and gates to secure the building.
- Lower blinds and shutters as necessary to shield from view.

4. Gather Important Items:

- Collect the Emergency Folder/ Daily information Folder
- Ensure the ratio headcount tracker, emergency contact list, and staff roster are ready and accessible with Emergency Contacts
- Gather any medication that may be needed in an emergency for a child e.g. epi pen, inhaler.



5. Move Children Inside:

- Bring children inside the lockdown rooms calmly, keeping them away from windows.

6. Roll Call:

- Conduct a thorough roll call and ratio headcount of children and staff.

7. Contact Emergency Services (if required):

- Notify emergency services immediately if there is a threat to safety.

Evacuation Procedure for School-Age Children

1. Alert:

- The emergency whistle is blown 3 times shouting fire or emergency.
- Educators immediately acknowledge the signal and begin the evacuation process.

2. Staff Roles and Responsibilities:

- **Fire Warden/Designated Person:**
 - Wear a high-visibility jacket/vest.
 - Collect evacuation and medical bags, attendance rolls, and any necessary emergency keys.
 - Confirm that all doors and windows are closed to contain the fire (only if safe to do so).
 - Ensure the children are safely evacuated and accounted for.
 - Communicate with emergency services upon their arrival and hand over responsibility.
- **All Educators/Staff:**
 - Lead school-age children to the assembly area, ensuring that they follow the designated evacuation routes.
 - Ensure children are accounted for during each stage of evacuation using the attendance roll or online platform.
 - Calmly guide children while keeping them focused on the evacuation process.

3. Evacuation Process:

- **Calmly evacuate children** from rooms and activity areas.



- School-age children can walk independently or in small groups, with staff members supervising them at the front, middle, and end of the line.
- **Headcounts:** Educators should conduct ongoing headcounts as children are evacuated.
- **Check all rooms:** Before leaving, ensure all areas (classrooms, restrooms, kitchen) have been checked, and no one is left behind.

4. Evacuation to Assembly Area:

- **School-age children:** Lead them in an orderly manner to the designated assembly area or muster point.
- **Headcount:** Verify attendance by checking the roll or online system once all children are gathered at the assembly point.
- **Staff Assistance:** Staff not directly involved in evacuating will assist with any children who require additional support during the evacuation.

5. Post-Evacuation:

- Once all children and staff are accounted for at the assembly area, wait for further instructions from the Fire Warden or emergency services.
- Do not re-enter the building until the Fire Warden or emergency personnel confirm it is safe to do so.

Lockdown Procedure for School-Age Children

1. Alert:

- The lockdown signal (pre-arranged phrase or sound) will be used to notify all educators, staff, and children that lockdown is required.
- Staff should immediately take action and ensure all children are moved to a secure location.

2. Staff Roles and Responsibilities:

- **All Educators/Staff:**
 - **Secure the premises:** Lock all external gates, doors, and windows. Close blinds or shutters if possible.
 - **Gather necessary items:** Collect attendance rolls, ratio headcount tracker, staff roster, emergency contact list, and any other important documentation.
 - **Move Children Inside:** Lead school-age children calmly into the designated lockdown rooms, ensuring that children are away from windows and doors.



- **Ensure children are calm:** Keep school-age children calm and reassure them. Staff should use a firm but gentle voice to direct the children to the secure areas.
- **Monitor and maintain order:** Ensure that all children are accounted for and kept in the lockdown area.

3. Secure the Premises:

- Educators should lock all external doors, gates, and windows, and lower any blinds or shutters (if applicable).
- Secure the rooms by ensuring no one can enter or exit unless directed by emergency services.

4. Gather Important Documents:

- Collect and ensure all necessary documents (attendance roll, ratio headcount tracker, emergency contacts, and staff roster) are on hand.
- Ensure that the roll is verified immediately.

5. Bring Children Inside and Move to Lockdown Rooms:

- Direct school-age children calmly inside the lockdown rooms, ensuring that they are not near windows or exposed areas.
- Instruct children to stay low to the ground if necessary and remain quiet.

6. Verify Attendance:

- Conduct a roll call and ratio headcount to ensure all children and staff are accounted for.
- Use the online platform or paper attendance roll to cross-check and confirm the presence of everyone in the lockdown room.

7. Contact Emergency Services (if required):

- If necessary, notify emergency services (police, local authorities) and provide them with relevant information about the situation.

8. Maintain Communication:

- Staff should maintain clear communication with each other throughout the lockdown and continue to reassure the children.
- Follow any further instructions from emergency services or management personnel.

9. Post-Lockdown:



- Await confirmation from emergency services or management that the lockdown is lifted.
- Only after the lockdown has been lifted, and it is safe to do so, can staff and children leave the lockdown rooms and proceed to normal activities.

Related Documents and Forms

Q2 Forms Children's Health and Safety annex

References

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