

# Emergency and Evacuation



Review Date 04/11/2027

## Introduction

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons.

In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre are paramount.

Evans Head Preschool Association Inc. is committed to identifying risks and hazards which could lead to emergency and evacuation situations; planning for their reduction or minimization; and ongoing review of strategies to manage these situations.

## EMERGENCY MANAGEMENT PLAN: EVANS HEAD PRESCHOOL

Location: 1 Beech Street, Evans Head NSW 2473

## Goals – What are we going to do?

Our Preschool will:

- conduct ongoing risk assessments and reviews of potential emergency and evacuation situations, including medical emergency situations (see Medical Conditions Policy);
- develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development;
- ensure regular rehearsal and evaluation of emergency and evacuation procedures;
- provide strategies to use after an emergency situation has occurred.
- display an emergency and evacuation floor plan in a prominent position near each exit in the service.

## Strategies - How will it be done?

### *Risk Management Approach to Emergency and Evacuation Situations*

#### **The Approved Provider and Nominated Supervisor will:**

- Ensure that every reasonable precaution is taken to protect children at the service from hazard and harm likely to cause injury (section 167, Law Act 2010)

- Work together with staff to identify potential emergency and evacuation situations that may arise at this specific centre to identify reasonably foreseeable risks associated with such situations. This risk assessment will be attached to this policy and reviewed annually;
- Work together with staff and emergency services to develop procedures to manage all risks associated with emergency and evacuation situations These procedures will be attached to this policy;
- Ensure the development of an emergency evacuation floor plan;
- Attached to this policy are; Annual risk assessments; emergency & evacuation procedures; emergency floor plan;
- Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones;
- Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use;
- Ensure that emergency equipment is tested as recommended by recognised authorities; and
- Ensure that the attendance register is available on the service's mobile phone & that the emergency contact list is up to date & available in both digital & hard copy in the emergency kit with evacuation procedures.
- Ensure that up to date portable emergency contact lists are kept with the emergency kit and that evacuation procedures include the carrying of this list by the Responsible Person on duty (Nominated/Certified Supervisor) at the point of evacuation.

#### **Educators will:**

- Sign yourself in and out of the OWNA staff attendance register;
- Ensure the OWNA child attendance register is accurate & includes the time of arrival & departure of each child;
- Check the number of children in your care regularly throughout the day;
- Assist the Nominated Supervisor in identifying risks and potential emergency situations;
- Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations;
- Ensure they regularly charge and are aware of the placement of operating communications equipment and emergency equipment, and are confident in their ability to operate them;
- Familiarise casual/ relieving staff with emergency procedures and children with medical conditions;

- Forward plan for the safety of their own family in the event they are detained at the service due to an incident or emergency;
- Ensure the emergency kit is always stocked and present;
- Undertake training in emergency procedures as directed; Practice external procedure via different exits;
- Be alert to immediate needs of all children throughout spontaneous & scheduled evacuation drills.

**Families will:**

- Ensure the service always has any medical equipment or medication's needed by your children.
- Familiarise yourself with the services Emergency and Evacuation policy.
- Ensure you complete the attendance record on OWNA upon arrival & departure of your child.
- Follow directions of staff if you're present during a drill.

## ***Communication and Display of Emergency and Evacuation Procedures***

**The Approved Provider and Nominated Supervisor will:**

- Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff are aware of these;
- Ensure that all staff are trained in the emergency evacuation procedures;
- Ensure that all staff are aware of emergency evacuation points;
- Ensure that families are regularly reminded of the emergency procedures in place at the service;
- Ensure emergency information and service contact details are kept with the emergency kit.

**Educators and staff will:**

- Contribute to the development of emergency and evacuation procedures;
- Ensure they are aware of the emergency evacuation procedures;
- Ensure the emergency evacuation procedures and floor plan are displayed.

**Families will:**

- Provide accurate medical information for your child & ensure it is kept up to date.

- Provide emergency contact details upon enrolment & ensure these are always current in OWNA.
- Follow directions of staff in the event of an emergency or when rehearsing emergency procedures.

## ***Scheduled and spontaneous rehearsals of responses to emergency situations***

### **The Approved Provider and Nominated Supervisor will:**

- Provide staff and educators with specific procedures around all potential emergency situations;
- Ensure that the evacuation procedures are in accordance with the evacuation floor plan;
- Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximizes the number of children and staff participating in the procedures;
- Ensure that staff are aware of when scheduled emergency evacuation drills are to take place;
- Ensure that spontaneous rehearsals also take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events;
- Provide staff with evaluation/feedback forms on OWNA after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.

### **Educators and staff will:**

- be aware of upcoming scheduled emergency evacuations, and be ready in the event of a spontaneous simulated evacuation;
- provide children with learning opportunities about emergency evacuation procedures;
- be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills;
- check First Aid kits when evacuation drill is scheduled. Fill out checklist in OWNA, notifying the Nominated Supervisor of any contents due to expire or running low.

## Statutory Legislation & Considerations

Education and Care Services  
National Law Act 2010: Sections  
167, 169

Education and Care Services  
National Regulations 2011: 97, 98  
(4)(d)(ii), 168 (2)(e), 169

Work Health and Safety Regulation  
2011 Regulation 43

Work Health and Safety Act 2011

## Sources

Australian Standards: Emergency  
Control Organisation for buildings,  
structures and workplaces (AS 3745-  
2002)

NSW Department of Education:  
Incident Reporting  
<https://education.nsw.gov.au/policy-library/policies/pd-2007-0362>

Community Early Learning Australia  
-CELA's Simple Guide to Bushfire  
advice for Children's Services: 2020  
Update:  
<https://www.cela.org.au/publications/amplify!-blog/jan-2018/bushfire-advice>

NSW Department of Education  
Emergency Planning, Management  
Response and Recovery:  
<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/current-service-providers/emergency>

Helping Children & Young People  
Cope with Crisis: Information for  
Parents and Caregivers  
[www.redcross.org.au/files/helping-children-and-young-people-cope.pdf](http://www.redcross.org.au/files/helping-children-and-young-people-cope.pdf)

Richmond Valley Council  
[www.richmondvalley.nsw.gov.au/icms\\_docs/137642\\_casino\\_floodplain\\_haza](http://www.richmondvalley.nsw.gov.au/icms_docs/137642_casino_floodplain_haza)

## Documentation and Record Keeping

**The Approved Provider and Nominated Supervisor will:**

- Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed;
- Ensure staff evaluate each evacuation drill after each evacuation;
- Ensure all emergency contact lists are updated as required.

## Policy Availability

The emergency and evacuation policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

## Review

Management and staff will monitor and review the effectiveness of the emergency and evacuation policy regularly. Updated information will be incorporated as needed.

**Adopted on behalf of the Management Committee:**

**President's Name: Ashliegh Mitchell**

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**Date Adopted: 04/11/2025**

**REVIEW DATE: 04/11/2027**

[rd.pdf](#)

[www.richmondvalley.nsw.gov.au/icms\\_docs/212137\\_bushfire\\_prone\\_land\\_quadrant\\_4.pdf](http://www.richmondvalley.nsw.gov.au/icms_docs/212137_bushfire_prone_land_quadrant_4.pdf)

## ***Related Policies***

First Aid

First Aid Plan

Medical Conditions

Business Continuity Plan

Natural Disaster Policy

## Responsible Person

placed in day to day charge

- ▶ Assign Roles
- ▶ Direct the actions of others;
- ▶ Contact emergency services as required and maintain ongoing communications; and
- ▶ Oversee decision making processes and make final decisions.



## Delegated First Aid Person

- ▶ Collect emergency packs;
- ▶ Collect First Aid kits (emergency kit);
- ▶ Access OWNA for daily attendance information;
- ▶ Access OWNA for emergency contact list for children and staff; and
- ▶ Administer First Aid as required.



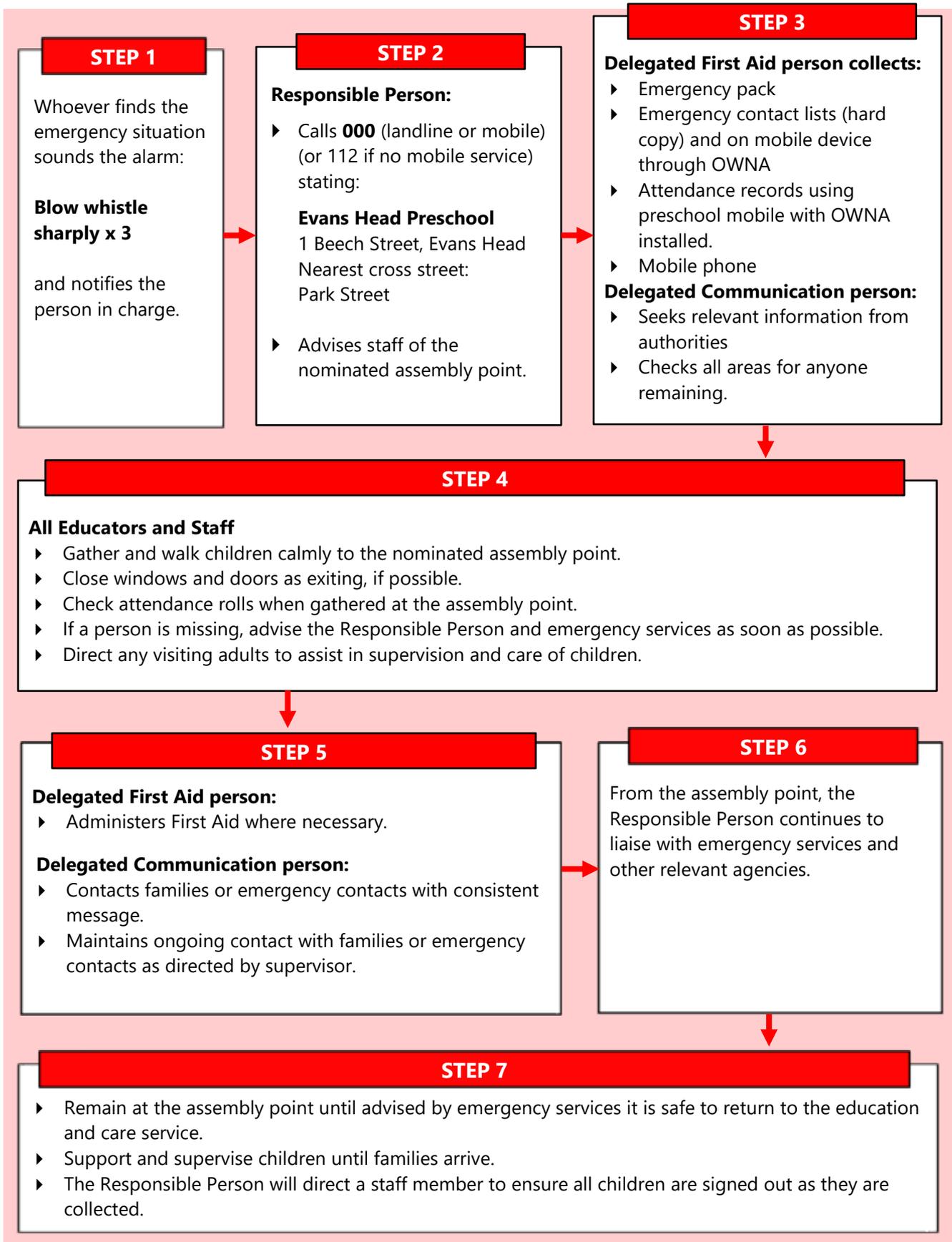
## Delegated Communications Person

- ▶ Collect mobile phone if possible;
- ▶ Call Roll;
- ▶ Seek direction for information/messages to be passed onto families or emergency contacts;
- ▶ Contact families or emergency contacts with a consistent message; and
- ▶ Maintain ongoing contact with families or emergency contacts as directed.



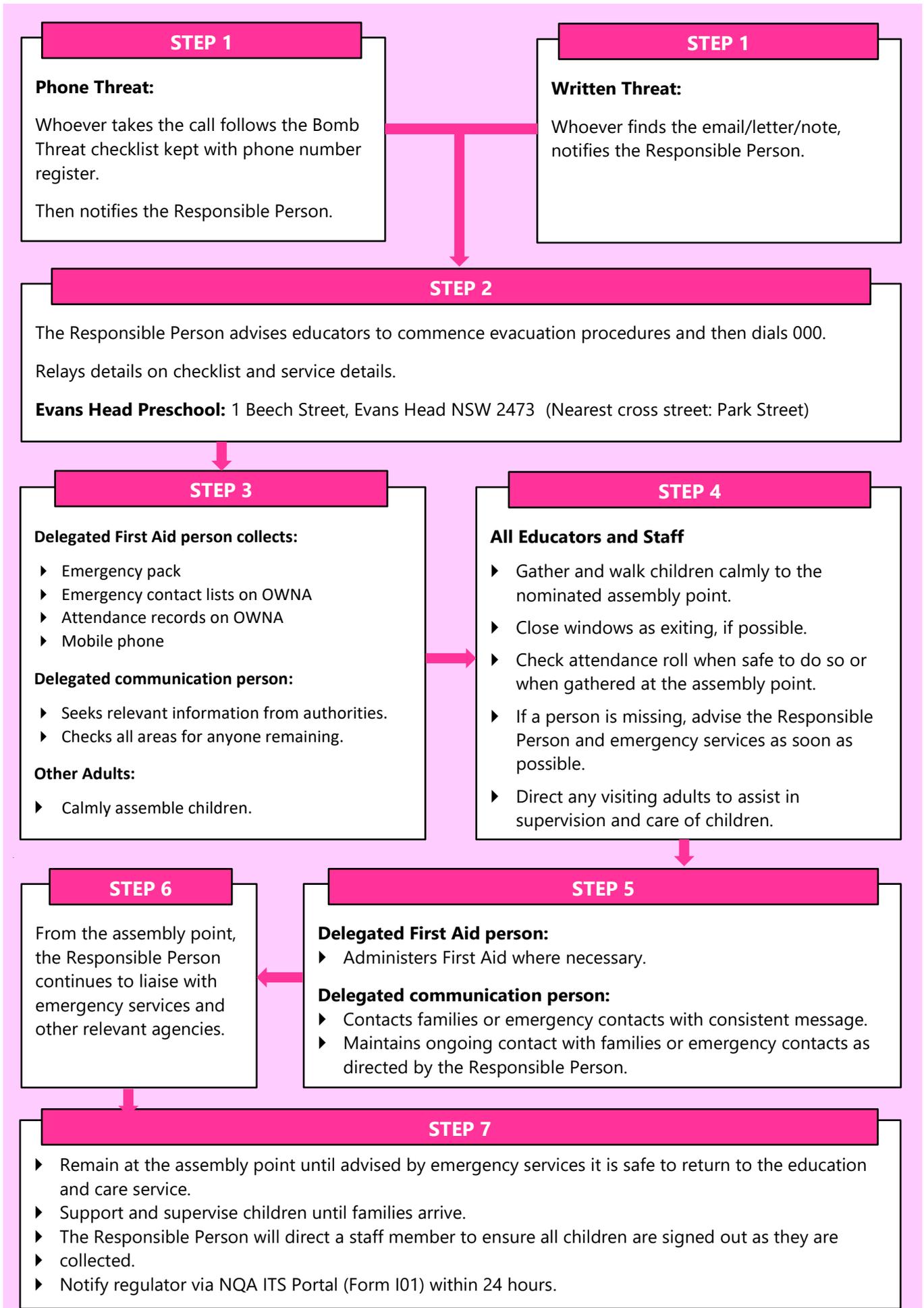
## All other Educators and Staff

- ▶ Ensure the safety and wellbeing of children and other adults;
- ▶ Provide reassurance to children and other adults; and
- ▶ Ensure effective supervision of children allowing others to do their roles.



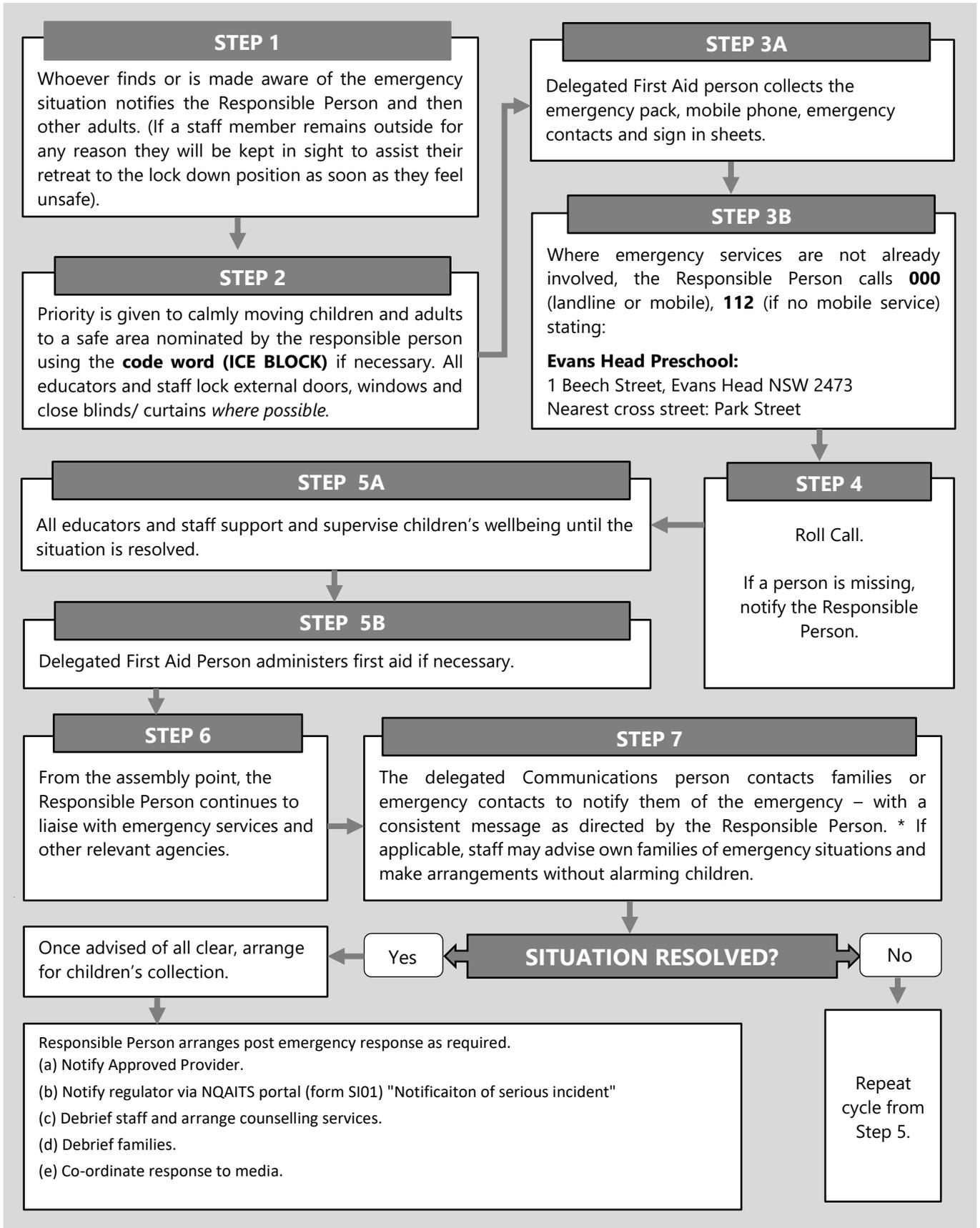
**N.B. If families or emergency contacts are not able to reach the evacuation point due to the emergency situation, provisions will need to be planned accordingly.**

# Bomb Threat Procedure

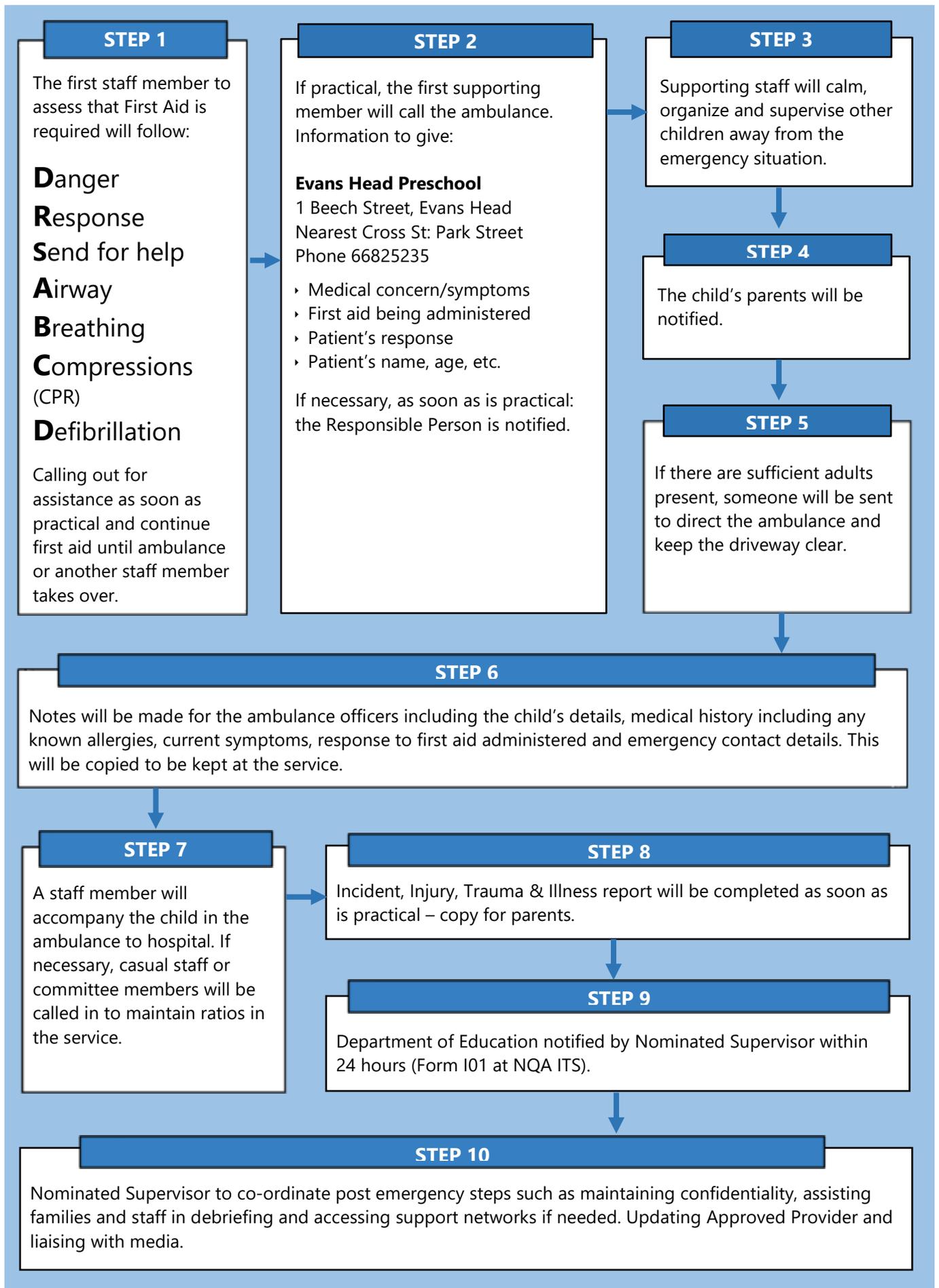


# Lock Down Procedures

Some emergency situations or incidents such as the threat of a violent person or a police operation nearby may require the service to go into lockdown. The preschool will lock all doors and windows and, where possible, remove children, educators and other adults from view. The Responsible Person will select the most appropriate location. As these situations may take time to be resolved, the location should be selected which allows access to the kitchen and bathroom if possible.



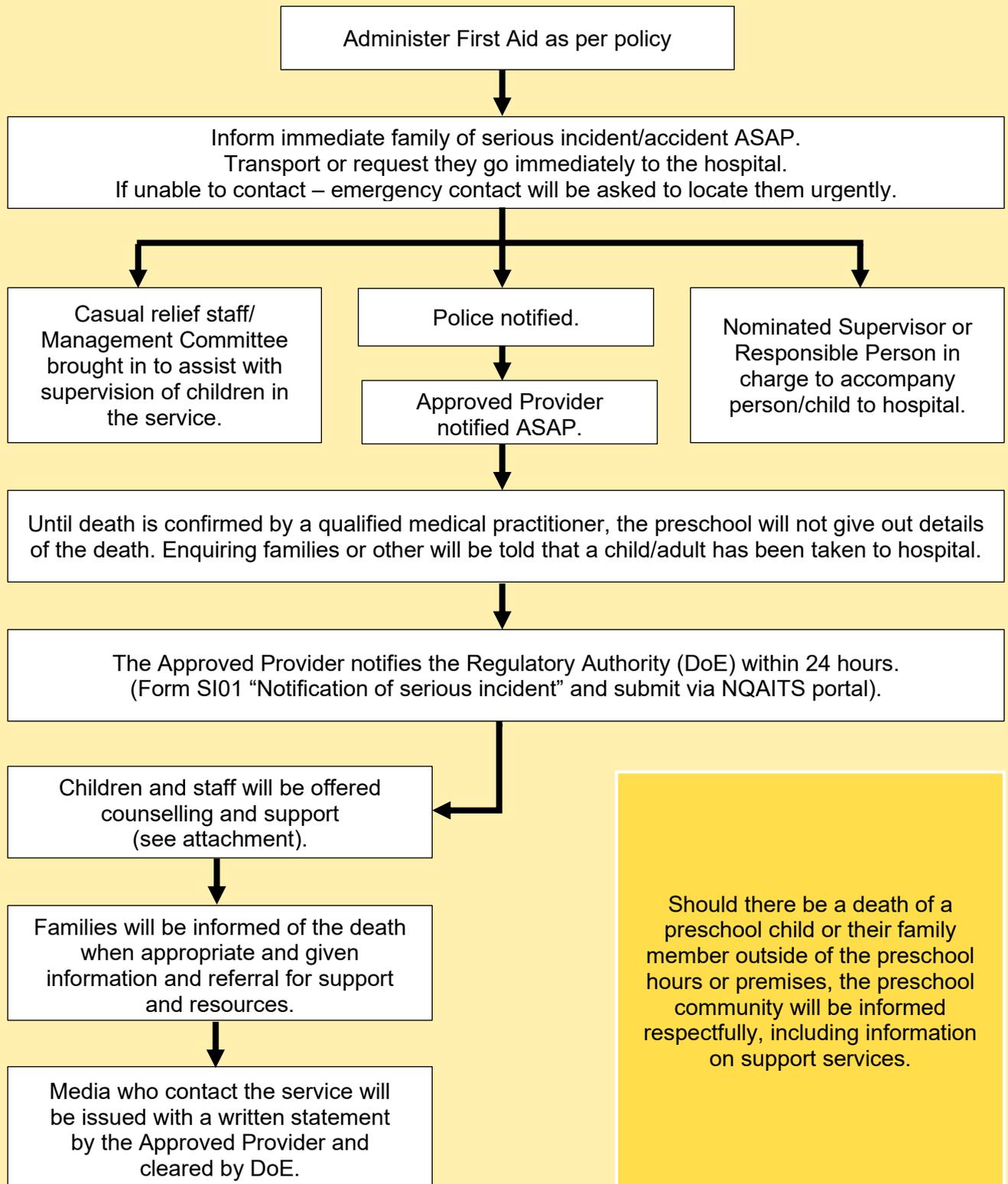
# Medical Emergency Requiring an Ambulance



# Death of a child/staff member/visitor to the centre

The death of someone close may induce shock and/or stress. We understand that both of these reactions may pose a threat to Workplace Health and Safety.

In the event of a death of a person closely associated with the centre, Evans Head Preschool Association's Management Committee will facilitate open communication, support, time to attend a funeral service, etc. as deemed necessary at the time.



# Emergency and Information Services Details

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**Emergency Contact No:** 000 (landline and mobile)  
112 (mobile if no service)

**State Emergency Service:**

Richmond Tweed Region 6625 7700

Emergency Help

(Flood, storm or Tsunami) 132 500 <https://www.ses.nsw.gov.au>

Local SES (Ashley Slapp) 0409 069 825

**Fire and Rescue Information:**

6686 2038

Emergency: 000 [www.frnsw.gov.au](http://www.frnsw.gov.au)

**Rural Fire Service (RFS)**

**Bushfire Information Line:** 1800 679 739 [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)

**Police Assistance Line (PAL):** 131 444 <http://www.police.nsw.gov.au>

**Health Direct:** 1800 022 222 [www.healthdirect.org.au](http://www.healthdirect.org.au)

**Translating & Interpreting Service:** 131 450 [www.immi.gov.au/tis](http://www.immi.gov.au/tis)

**NSW Road & Maritime Services:** 132 701 [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au)>tripinformation  
[www.livetraffic.com](http://www.livetraffic.com)  
[www.northernstar.com.au](http://www.northernstar.com.au)>news

**Local Radio Stations**

ABC North Coast 94.5 FM

2NCR 92.96FM

ZZZFM 100.9FM

# **Notifying the Regulatory Authority of an Emergency**

**Early Childhood Education and Care Directorate**

**Phone 1800 619 113**

**Log onto the NQAITS portal or Email [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)**

**Website: [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)**

The National Law requires providers to notify the Regulator of any incident that forces the Approved Provider to close, or reduce the number of children attending the service. The notification must be made within 24 hours of the event.

Example: A flood or a fire that requires an approved provider to close the service premises or part of the premises while repairs are undertaken.

In extreme cases, providers may make a verbal notification by telephoning 1800 619 113 and follow up by lodging a notification (IO1) through the NQAITS secure portal.

## **Emergency Placements**

If required, the Directorate is able to assist with approving emergency placements in other services for children who would otherwise be left without care.

Telephone 1800 619 113 for further information.

# Helping Children and Young People Cope with Crisis

## Information for Parents and Caregivers Australian Red Cross

<b>Australian Red Cross</b>	<p><b>For children:</b></p> <ul style="list-style-type: none"> <li>• After the emergency kids booklet</li> <li>• Get ready! kids booklet</li> </ul> <p><b>For young people (aged 12-25):</b></p> <ul style="list-style-type: none"> <li>• After the emergency MP3 players</li> <li>• After the emergency DVD</li> </ul> <p><a href="http://www.redcross.org.au/aftertheemergency">www.redcross.org.au/aftertheemergency</a></p> <p><b>For adults:</b></p> <ul style="list-style-type: none"> <li>• Coping with a major personal crisis booklet</li> <li>• REDiPlan booklets</li> <li>• Speaking to children about emergencies factsheet</li> </ul>	<a href="http://www.redcross.org.au/aftertheemergency">www.redcross.org.au/aftertheemergency</a>
<b>Australian Centre for Grief and Bereavement</b>	<p>Information and support for people experiencing loss and/or grief.</p>	<a href="http://www.grief.org.au">http://www.grief.org.au</a>
<b>Australian Centre for Post-traumatic Mental Health</b>	<p>Mental health and wellbeing resources, including information about traumatic events.</p>	<a href="http://www.acpmh.unimelb.edu.au/resources/resources-community.html">http://www.acpmh.unimelb.edu.au/resources/resources-community.html</a>
<b>Australian Child and Adolescent Trauma, Loss and Grief Network</b>	<p>For people involved in the care of children/ youth and interested in the potential impact of trauma, loss and grief experiences.</p>	<a href="http://www.earlytraumagrief.anu.edu.au">http://www.earlytraumagrief.anu.edu.au</a>
<b>Better Health Channel</b>	<p>Many healthy eating, exercise and relationship tips, for all ages.</p>	<a href="http://www.betterhealth.vic.gov.au">http://www.betterhealth.vic.gov.au</a>
<b>beyondblue</b>	<p>Information and coping strategies for all ages across a range of mental health topics, including depression, anxiety and recovery from crises.</p>	<p>1300 22 4636</p> <p><a href="http://www.beyondblue.org.au">http://www.beyondblue.org.au</a></p>
<b>headspace</b>	<p>Mental and health wellbeing support, information and services to young people and their families across Australia.</p>	<a href="http://www.headspace.org.au">http://www.headspace.org.au</a>
<b>Kids Helpline</b>	<p>Telephone and online counselling for young people aged 5-25.</p>	<p>1800 55 1800</p> <p><a href="http://www.kidshelp.com.au">http://www.kidshelp.com.au</a></p>
<b>Lifeline</b>	<p>24-hour telephone crisis support. For more information or to download mental health and suicide prevention resources visit Lifeline's website.</p>	<p>13 11 14</p> <p><a href="http://www.lifeline.org.au">http://www.lifeline.org.au</a></p>
<b>Parentline</b>	<p>Information, advice and a listening ear for parents with any concerns about their children or parenting.</p>	<p>1300 30 1300</p> <p><a href="http://www.parentline.com.au">http://www.parentline.com.au</a></p>
<b>Sesame Street</b>	<p>Support young children through tough times with a range of activities and videos from Sesame Street.</p>	<p><a href="http://www.sesameworkshop.org/initiatives/emotion">http://www.sesameworkshop.org/initiatives/emotion</a></p>