

Early Years Services – QA2.5 Emergency Management and Evacuation

TRIM Reference:	D14/94981	Due for Review:	9 November 2025
Responsible Officer:	Coordinator Early Years		

Purpose

Surf Coast Shire Early Years Services are committed to ensuring the safety, health and wellbeing of children attending our education and care services by identifying the risks and hazards of emergency and evacuation situations. Children, educators and staff will regularly practice the services emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation/lockdowns.

Policy Principles

Evidence of link to National Quality Standards: 2.2.2, 2.3.3, 3.2.1, 7.1.2,
Evidence of link to Education & Care Services National Regulations: 97, 98, 168(2) (e), 169, 170, 190(g)
Victorian Children's Services Regulations 2020

Scope

All Surf Coast Shire Council Early Years Services staff, students, volunteers, children and families accessing the services.

Policy

We are committed to ensuring the safety, health and wellbeing of children attending our education and care service by identifying the risks and hazards of emergency and evacuation situations. Children, educators and staff will regularly rehearse our emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation.

Surf Coast Shire Council will:

- Provide support and information to staff/educators on compliance requirements for emergency and evacuation procedures.
- Ensure that all educators and staff are trained in the emergency and evacuation procedures and aware of their roles and responsibilities in an emergency or evacuation.
- Ensure that all educators and staff are aware of emergency evacuation points.
- Provide each educator/staff member with a copy of the current emergency management plans.
- Create Emergency Management Plans (EMP) that include risk assessments that identifies potential emergencies relevant to your service. Services will need to consider different types of emergencies. Emergencies situations can range from fire and smoke, to personal injuries and threats, bomb threats, suspicious mail, biohazards and chemical spills, gas leaks, floods and other natural disasters. Such emergencies may necessitate a need to evacuate or initiate a lock down.
- As an approved provider with multiple services, ensure each service have separate procedures that have been developed and customised to each service. For example, each service requires a site- specific risk assessment (regulation 97(2)) and site-specific evacuation plan (regulation 97(4)). These will consider site-specific factors such as: its location, neighbours, configuration (including multi-storey), identified assembly points, needs of the children, and staff.
- EMP's must include an emergency and evacuation floor plan (noting that a copy of the plan and instructions must be displayed in a prominent position near each exit at the service premises, including near each exit that forms part of the evacuation route of the service).

- Ensure the service rehearses the emergency and evacuation procedures every 3 months - these must be recorded and saved in TRIM.
- Ensure Emergency Management Plans and Emergency Evacuation Plans are reviewed and updated by the 1 September each year and recorded internally on a bushfire at risk register.
- Ensure that all Early Years Services have ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents/guardians and emergency services (r 98).
- Provide forms to assist staff/educators in the recording of emergency and evacuation practices.
- Comply with all required safety standards in relation to the operations of an education and care service.
- Monitor compliance with applicable safety standards and requirements.
- Ensure an Early Years Services leadership contact is available to assist in the response to critical events.
- Offer debriefing for staff/educators, children and families after an emergency or evacuation.

Early Years Services Staff will:

- Display an emergency and evacuation floor plan (evacuation diagram) with on-site and off-site evacuation instructions at each service (the plan and instructions must be displayed in a prominent position near each exit at the service premises, and should be displayed prominently near each exit that forms part of the evacuation route out of the service)
- Provide families with a copy of the emergency evacuation procedures on request.
- In the event of any emergency or evacuation situation, contact the relevant Team Leader or Coordinator Early Years.
- Have local emergency services numbers and phones charged and readily available.
- Rehearse and document emergency and evacuation procedures every three months. If the service has more than one emergency and evacuation procedure, all procedures must be rehearsed every three months. For example, if you have identified both a lock down and evacuation response procedure in your risk assessments, and incorporated them in your emergency plan, you will need to rehearse both every three months.
- Record each practice of evacuation procedures on an Emergency Evacuation Observer's Checklist and retain this form for the specified period of time (r 97).
- Ensure all children in the service participate in an evacuation procedure.
- Conduct a risk assessment of emergency evacuation routes and assembly points - consider the risks in relation to emergency and evacuation procedures rehearsals - there are risks inherent in the rehearsal of emergency and evacuation procedures as well as in the actual event of an emergency, and the need for risk assessments should be considered.
- Have ready access to emergency equipment.
- Ensure that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation.
- Ensure child records are kept up to date and easily accessible in case of emergencies/and or evacuations.

Emergency Procedures

- Each Service will have an individual *Emergency Evacuation Plan* and an *Emergency Management Plan (located in each room)*. These will be developed following a site-specific risk assessment to identify potential emergencies relevant to each individual service (r 97) and updated annually. Site-specific factors to consider would be: its location, neighbours, configuration (including multi-storey), identified assembly points, needs of the children, and staffing (including ancillary staff).
- A copy of each service's emergency and evacuation floor plan and instructions are displayed in a prominent position near each emergency exit at the service premises (r97).
- For all emergency and evacuation procedures; staff/educators are required to notify the relevant Early Years Services Team Leader or Coordinator Early Years as soon as it is safe and practicable to do so.

The following is a guide to inform the development of each individual service's Emergency Evacuation Plan and an Emergency Management Plan:

The service will develop procedures for the nominated supervisor/educators/staff for every emergency situation that has been identified through the risk assessment process. This document will be developed in conjunction with DE and other government organisations, where applicable.

These may include but are not limited to the following emergencies:

- building fire/Bushfire and/or Grassfire
- bomb/substance threats
- major external emissions/spill (includes gas leaks)
- missing child
- medical emergency
- traumatic death/injury/grief
- mental stress
- child abuse
- snake
- violence, aggression and/or harassment
- intruder
- loss of essential services
- the involvement of firearms or other weapons
- structural damage
- asbestos
- burglary
- severe weather event, such as a flood, extreme heat, cyclone, thunderstorm or earthquake
- smoke
- pandemics or communicable diseases
- information security

The service will seek recommended practices from recognised authorities, such as:

- Surf Coast Shire Council Emergency Management Procedures
- Fire Department
- Police
- St. John Ambulance
- Local hospital or health related specialists (paramedics, doctors, nurses)
- State Emergency Service (SES).
- Department of Education (DE)
- Department of Health and Human Services (DHHS)

Transporting Children

Refer to the *Surf Coast Shire Council Community Bus Policy (D13/4217)* and *MPP030 Motor Vehicle (D14/79562)* and *Early Years Safe Transportation of Children and Road Safety Policy (D18/125865)* in relation to the transport of children.

Evacuation Evaluation

Evacuation procedures must be rehearsed and documented every three months. If the service has more than one emergency and evacuation procedure, all procedures must be rehearsed every three months. For example, if you have identified both a lock down and evacuation response procedure in your risk assessments, and incorporated them in your emergency management plan, you will need to rehearse both every three months.

Services will undertake an evaluation of all evacuation procedures undertaken.

Refer to *WHS 27.3 Emergency Evacuation Observer's Checklist (D14/18847)*

Fire

Compliance

- The service will comply with relevant fire safety requirements of the appropriate Fire and Emergency Services Authority.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444.
- Smoke detectors will be fitted in accordance with the manufacturer's instructions and will be placed to provide adequate warning of smoke and so that staff/educators will hear the alarm from anywhere within the education and care premises. A maintenance schedule will be kept to confirm that these devices are regularly checked and maintained in working order.

Incident, Injury or Trauma Recording

The services must ensure that an incident, injury, trauma and illness record is kept in accordance with r87. The Nominated Supervisor will ensure an *Incident, Injury, Trauma and Illness Record* is completed for any situation where a child receives an injury, is exposed to a serious incident or is subjected to trauma while being educated and cared for by the service.

The Incident, Injury, Trauma and Illness Record must include:

- a) Details of any incident in relation to a child or injury received by a child or trauma to a child which has been subjected while being educated and cared for by the service including the:
 - name and age of the child
 - circumstances leading to the incident, injury trauma
 - time and date the incident occurred, the injury was received or the child was subjected to trauma.
- b) Detail of the actions taken by the service in relation to any incident, injury, or trauma which a child suffered whilst in the service including any:
 - First Aid applied
 - Emergency personnel contacted.
- c) Details of any person who witnessed the incident, injury or trauma.
- d) The name of the person:
 - whom the service notified or attempted to notify of any incident, injury, or trauma the child suffered while at the service.
 - the time and date of the notification or attempted notifications.
- e) The name and signature of the person making an entry in the record and the time and date that the entry was made.

The aforementioned information must be included in the in *the Incident, Injury, Trauma and Illness Record* as soon as is practicable; but not later than 24 hours after the incident, injury, trauma occurred. (Refer to *Incident Reporting Requirements* below).

Refer to *Incident, Injury, Trauma and Illness Early Years Services Record* form (D15/63330).

Parent / Guardian Notification

Parents/guardians will be notified as soon as is practicable (within 24 hours) when a child is involved in any incident, injury, trauma while the child is being educated and cared for by the service (r86).

Incident Reporting Requirements

DE Requirements

If any child requires emergency medical attention for an incident, injury, trauma or illness that constitutes a serious incident (refer to Glossary in this ACECQA Guide to the National Quality Framework), the service must notify DE within 24 hours of the incident, injury, trauma or illness occurring.

Surf Coast Shire Council Requirements

Refer to the following Surf Coast Shire Council Documents:

- SCSC OHS 9.0 Injury / Incident Reporting
- SCSC Hazard, Accident or Near Miss Report
- SCSC Incident Management Employees Guide

Definitions

Emergency	An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down or other type of emergency response.
Emergency drill/rehearsal	A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response.
Evacuation floor plan	An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults. It may also have the name 'evacuation diagram'
Lockdown	A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved.
Risk Assessment	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.

Related Procedure

Nil.

References

Related Surf Coast Shire Council and Early Years Services Policies

D14/105413	Early Years Incident, Injury, Trauma & Illness Policy
D14/94986	Early Years First Aid Policy
D15/32925	Early Years Medical Conditions & Medications Policy
D15/33004	Early Years Supervision of Children Policy
D15/16286	Early Years Access & Inclusion Policy
D15/35312	Early Years Child Safe Environment Policy
WHS 8.0	First Aid
SCS-020	Community Bus Policy
MPP-030	Motor Vehicle Policy
MPP-021	Fire Danger Preparedness Policy

Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

D14/18847	WHS 27.3 Emergency Evacuation Exercise Observers Checklist
D15/63330	Incident, Injury, Trauma and Illness Early Years Services Record Form
D16/5904	Emergency/Excursion Backpack Checklist
WHS27.1	Emergency Response Plan
WHS 9.0	Injury/Incident Reporting
WHS 9.1	Incident Report Form
WHS 2.0	Hazard Inspection, Risk Assessment and Control
D20/3979	Early Years Unit Catastrophic/ Extreme Fire Danger Work Instruction
D19/138090	Telstra Desktop Messaging – SMS communication for Early Years Services Emergency Work Instruction

Early Years site Emergency Management Plans 2023/2024

D23/143623	Lorne Pre-School EMP
D23/143619	Anglesea Kindergarten EMP
D23/143617	Jan Juc Pre-School EMP
D23/143620	Helen M Kininmonth Pre-School EMP
D23/143621	Kurrambee Myaring Community Centre EMP
D23/143624	Torquay Children's Hub EMP

Other References

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
ACECQA National; Quality Framework Resource Kit
Victorian Children's Services Regulations 2020

Document History

Version	Document History	Approved by – Date
1	Approved	General Manager, Culture and Community – 1 April 2014
2	Amended	Manager Aged and Family – 1 May 2015
3	Amended	Manager Aged and Family – 23 June 2017
4	Amended	Manager Community Strengthening – 13 February 2019
5	Amended	Manager Community Strengthening – 17 July 2020
6	Amended	Manager Community Strengthening – 24 December 2021
7	Amended	Manager Community Strengthening – 3 November 2022
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