

POLICY/PROCEDURE NAME & REVIEW PROCESS	<p>EMERGENCY and EVACUATION POLICY</p> <p>This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures.</p> <p>We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.</p>
NATIONAL QUALITY STANDARD	<p>QUALITY AREA 2- CHILDREN’S HEALTH AND SAFETY</p> <p>2.2 Safety</p> <p>2.2.1 – Supervision</p> <p>2.2.2 – Incident and Emergency Management</p> <p>2.2.3 – Child protection</p>
NATIONAL LAW AND REGULATIONS	<p>97- Emergency and evacuation procedures</p> <p>98 -Telephone or other communication equipment</p> <p>168-Education and care service must have policies and procedure</p> <p>170-Policies and procedures to be followed</p> <p>171-Policies and procedures to be kept available</p> <p>172- Notification of change to policies or procedures</p> <p>Section 167- Offence relating to protection of children from harm and hazards</p>
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> ▪ Emergency evacuation /lockdown record ▪ Emergency phone record ▪ Emergency drill reflection record ▪ Medical risk minimisation and communication record ▪ Risk assessment record
SCOPE OF POLICY	<p>This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.</p>
AIM OF POLICY	<p>To ensure that our service has strong guidelines, procedures, and practices in place regarding the procedures and practices of emergency evacuations and lockdowns for all staff and children who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.</p>
SERVICE IMPLEMENTATION	<p>An emergency is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies are sudden, unexpected and require urgent intervention to prevent a worsening of the situation.</p> <p>An emergency can result in the following:</p> <ul style="list-style-type: none"> ▪ Lockdown ▪ Evacuation <p>An Emergency can present as one of the following:</p> <ul style="list-style-type: none"> ▪ Accident or serious injury to child or staff member where medical attention or hospitalisation is required. ▪ Fire. ▪ Flood, cyclone, severe storm, or dust storm. ▪ Dangerous animal, insect, or reptile. ▪ Violent or potentially violent individual. ▪ Alert from emergency services advising of a potential threat nearby. ▪ Lost, missing, unaccounted for child. ▪ Fatal incident involving a child, family member or staff member at the education and care service. <p>An Evacuation may be required in the event of some of the below but not limited to:</p> <ul style="list-style-type: none"> ▪ Fire. ▪ Flood, cyclone, severe storm, or dust storm. <p>Implementation</p> <ul style="list-style-type: none"> ▪ Risk assessments must be completed for all areas of the service that may pose a risk or emergency, the risk assessment will identify potential risk and develop strategies and procedures to minimise or follow in the event of an emergency. ▪ Nominated supervisor will appoint a designated Fire Warden; this can be a staff member or can be the nominated supervisor.

Policy Name	EMERGENCY EVACUATION and LOCKDOWN POLICY			Policy Version	V.7
Owner	Fishbowl Service Support Pty Ltd				
Policy published	February 2019	Last review date	February 2025	Next review date	February 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

- Evacuation plans will be placed at every exit of the service indicating where you are and showing the route to the assembly point after evacuation.
- Evacuation procedures will be placed next to evacuation plans and will provide clear guidelines for evacuating.
- Staff and children will participate in an emergency evacuation and /or lockdown on a quarterly basis as a minimum, at different times of the day and week.
- Once completed they will be recorded and analysed for improvements or changes required on the **emergency evacuation /lockdown record**
- Follow up will be recorded in the service quality improvement plan and discussed at staff meetings.
- All documentation will be kept in a workplace health and safety folder either in paper form or stored on a file on the service computer.
- Emergency evacuation and lockdown policy and procedures will be introduced to all new staff at induction.
- Emergency list of phone numbers will be available next to each phone in each room and will be updated by nominated supervisor every 6 months.
- The nominated supervisor will ensure that phone system is in good working order and advise approved provider if there are any issues.
- Best practice would be to have a service mobile phone available for evacuation and emergency situations.
- Nominated supervisor in conjunction with approved provider will ensure that all relevant fire equipment is kept up to date and the emergency fire equipment including extinguishers will be inspected and checked every 6 months by a qualified company.
- Every 5 years supplier will empty pressure test and refill our fire extinguishers by a qualified company.
- Staff will participate in safety training when offered in the service.
- Evacuation bag/s will be kept up to date by the nominated supervisor ensuring that they contain:

Evacuation bags contents

- Current rolls with parents contact details.
- Bottled water and disposable cups.
- First aid kit.
- Sunscreen.
- Nappies and wipes.
- Gloves and tissues.
- Ventolin/ EpiPen and any current medication that children may be taking.
- Copies of current **medical risk minimisation and communication record**.

EVACUATION PROCEDURE

STEP ONE Fire warden	<ul style="list-style-type: none"> ▪ Staff member sounds alarm when emergency is discovered, and alerts nominated supervisor or fire warden. Fire warden alerts all staff to evacuate to designated assembly point.
STEP TWO Nominated Supervisor	<ul style="list-style-type: none"> ▪ Nominated supervisor calls 000 and states name of service full address and cross street if applicable and nature of emergency. Nominated supervisor will take portable or mobile phone with them.
STEP THREE Nominated supervisor	<ul style="list-style-type: none"> ▪ Nominated supervisor collects emergency evacuation bags and collects all children's medication collects children's attendance roll. Collects staff sign-in sheets and visitor log/ iPad with all this information available. Check rooms for children and adults while collecting these items. Close windows and doors as you move through the service, if possible.
STEP FOUR Staff	<ul style="list-style-type: none"> ▪ Staff will place babies into an emergency evacuation cot and proceed to evacuate room. ▪ If babies are playing outside one educator will commence bringing them back into the room whilst the other educator places babies into emergency evacuation cot.

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	<ul style="list-style-type: none"> One educator will check to ensure the cot room and room are clear before evacuating and collect emergency evacuation bag and children's rolls/ or iPad. Staff in older rooms will collect emergency evacuation bags and rolls / or iPad and organise children to evacuate rooms. One educator will check room is clear before leaving. All staff will remain calm and walk children to the nominated assembly point. Available staff are to assist with the younger children. Educators can commence checking children are against the room rolls/ iPad whilst waiting at the assembly point.
STEP FIVE Nominated Supervisor	<ul style="list-style-type: none"> Once children are safely evacuated, nominated supervisor will check rolls and ensure that all children, staff and visitors are accounted for. Administer first aid if required. Commence calling families and remain at assembly point until all clear is given by emergency services.
STEP SIX Nominated supervisor/Approved provider	<ul style="list-style-type: none"> Nominated supervisor will send families an evacuation notification confirming the evacuation and when it is safe to return to the service. Nominated supervisor will complete an emergency evacuation/lockdown record. Approved provider / nominated supervisor will complete a serious notification on the NQAITS Portal within 24 hours.
Step Seven	<ul style="list-style-type: none"> Nominated supervisor and staff will evaluate and discuss events and if there is opportunity to complete the evacuation better. If this leads to changes required all documentation should be reviewed and revised such as risk assessments, policy and procedure.

Not all emergencies result in an evacuation sometimes they require a **Lockdown**

There are two kinds of lockdown:

- **Shelter in place lockdown** means to take immediate shelter where you are within a facility or structure to provide protection.
- **Secure in place lockdown** building occupants' shelter inside a room to prevent access from the outside intruder. Lockdown is a technique used to limit exposure of occupants within a facility to an imminent hazard or threat outside. When "locking down," building occupants' shelter inside a room to prevent access from the outside intruder.

A shelter in place **lockdown** may be required in the event of the below but not limited to:

- Natural disaster – Flood, cyclone, severe storm, or dust storm.
- Dangerous animal, insect, or reptile-external threat.
- Rather than evacuate it may be safer to stay in the service. This is referred to as a "shelter in place"

A **secure in place Lockdown** may be required in the event of the below but not limited to:

- Violent or potentially violent individual
- Alert from emergency services advising of a potential threat nearby

Implementation of shelter in place lockdown:

- Risk assessments will be completed for all areas of the service that may pose a risk or emergency, the risk assessment will identify potential risk and develop strategies and procedures to minimise or follow in the event of an emergency.
- Staff and children will participate in a shelter in place lockdown and /or evacuation on a quarterly basis at different times of the day and week.
- Once completed they will be recorded and analysed for improvements or changes required on the **emergency evacuation/lockdown record**.
- Follow up will be recorded in the service quality improvement plan and discussed at staff meetings.
- All documentation will be kept in a workplace health and safety folder or in a folder on the office computer.
- Emergency evacuation and lockdown policy and procedures will be introduced to new staff at induction.

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Procedure

- All doors and windows will be locked.
- If applicable blinds or curtains will be closed.
- All children will be kept in rooms out of sight of external threat.
- Staff will read quietly to children and try and keep them calm.
- Staff will await further instructions, and do not leave any area until an “all clear” is received from authorities.
- Nominated supervisor will inform families of lockdown when it is safe to do so.
- Approved provider / nominated supervisor will complete a serious notification on the NQAITS Portal within 24 hours.
- Nominated supervisor and staff will evaluate and discuss events and if there is opportunity to complete the evacuation better. If this leads to changes required all documentation should be reviewed and revised such as risk assessments, policy and procedure.

Implementation of a secure in place Lockdown:

- Risk assessments have been completed for all areas of the service that may pose a risk or emergency, the risk assessment will identify potential risk and develop strategies and procedures to minimise or follow in the event of an emergency.
- Staff and nominated supervisor will be aware of and have a secret code to alert each other of the commencement of a lockdown.
- Staff and children will participate in a secure in place lockdown and /or evacuation on a quarterly basis at a minimum at different times of the day and week.
- Once secure in place lockdown has been completed this will be recorded and analysed for improvements or changes required on the **emergency evacuation/lockdown record**.
- Follow up will be recorded in the service quality improvement plan and discussed at staff meetings.
- All documentation will be kept in a workplace health and safety folder or in a folder on the office computer.
- Emergency evacuation and lockdown policy and procedures will be introduced to new staff at induction.

Procedure

- Staff will lock doors and windows turn off lights, air conditioners, silence phones, radios, and TVs.
- Staff will collect emergency evacuation bags and take to secure in place lockdown area as well as rolls and service phone.
- Staff and children will go to designated interior room/s and lock all doors and windows.
- Staff will read quietly to children and try and keep them calm.
- Staff will await further instructions, and do not leave any area until an “all clear” is received from authorities.
- Nominated supervisor will inform families of lockdown when it is safe to do so.
- Approved provider / nominated supervisor will complete a serious notification on the NQAITS portal within 24 hours.
- Nominated supervisor and staff will evaluate and discuss events and if there is opportunity to complete the evacuation better. If this leads to changes required all documentation should be reviewed and revised such as risk assessments, policy and procedure.

Continuous Improvement

We are dedicated to the ongoing improvement of our practices and procedures through the following actions:

- Conducting regular reviews and updates of this policy with all stakeholders.
- Actively seeking feedback from children, families, and staff members.
- Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

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- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy
- Will encourage feedback from stakeholders regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research, and best practice.
- Conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

Educators

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review when required.

REGULATION IMPLEMENTATION

The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.

In regard to regulation 97-Emergency and evacuation procedures

Approved Provider will

- Ensure that **risk assessment records** are prepared to identify potential risks within the service, these must be reviewed every six months by approved provider or nominated supervisor.
- Ensure that a copy of the emergency and evacuation floor plans and procedure is displayed near all exit doors.
- Ensure clear procedures are in place at all times and all staff, volunteers and visitors are aware of emergency evacuation plans and procedures. This will form part of the induction for all new staff and will be implemented by the nominated supervisor.
- Ensure the designated emergency exits/ routes are kept clear at all times so that everyone can exit safely.

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	<ul style="list-style-type: none"> Advise visitors and contractors to the service of the location of the emergency exits. Ensure nominated supervisor practices evacuation and lockdowns at least every 3 months.
In regard to Regulation 98- Telephone or other communication equipment.	<p>Approved provider will</p> <ul style="list-style-type: none"> Ensure that the nominated supervisor and staff all have access to working phone equipment. Ensure if phones lines are temperamental, it is good practice to ensure there is a service mobile phone available. Ensure phone lists of emergency contacts will be available by the phone on an emergency phone record. Ensure if the nominated supervisor has any issues with the phones, they will be reported to the approved provider immediately and the telephone supply company. Social media can assist to relay messages to families in the event that phone lines cease to work.
In regard to regulation 168- Education and care service must have policies and procedures.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that obligations under the Education and Care Services National Law and National Regulations are met. Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly and communicated to educators, staff, and stakeholders. Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times. Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures. Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection. Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> Affect the fees charged or the way they are collected or Significantly impact the service’s education and care of children or Significantly impact the family’s ability to utilise the service. Ensure policies and procedures regarding regulatory requirements are in place at the service. Ensure that a suitable Nominated supervisor is in place and will monitor practices and procedures relating to all policies in the service. Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review. Ensure all stakeholders are involved in the review. Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172-	<p>Approved Provider will</p>

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Notification of change to policies or procedures	<ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
LAW IMPLEMENTATION	The following laws and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to Section 167- Offence relating to protection of children from harm and hazards.	<p>Approved Provider and Nominated Supervisor</p> <ul style="list-style-type: none"> Approved Provider must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. The service must have policies and procedures in place to support the protection of children from harm and hazards, including health and safety matters. Penalty: \$11 400, in the case of an individual, \$57 400, in any other case. Nominated supervisor must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$11 400. <p>All methods of precaution must be implemented in the form of safety checks and recorded and monitored by approved provider or nominated supervisor. Such as the following:</p> <ul style="list-style-type: none"> Daily safety checks of the environment and equipment and regular checking that the checks are being completed. Regular walk throughs from approved provider or nominated supervisor to check on compliance and staff behaviours. Thorough maintenance process and implementation of repairs to equipment. Risk assessments for all areas of the service. Procedures for releasing children only into the care of authorised persons and ensuring that all staff are aware of the process. The implementation of ongoing safety should be conducted regularly through the review of risk assessments to identify potential hazards and strategies to protect children. The National Law does not require services to eliminate all risk and challenge from children's play or environments.
KEY TERMS	<ul style="list-style-type: none"> ACECQA – Australian Children's Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children. Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> Australian Children's Education & Care Quality Authority. ACECQA Code of Ethics Education and Care Services National Law Act 2010 Education and Care Services National Regulations. Emergency Management Plan (EMP) sample template for Early Childhood Services https://www.education.vic.gov.au/Documents/ childhood/providers/support/ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.

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- Guide to the National Quality Framework.
- National Quality Standard.
- NSW Government – Emergency Planning, Management, Response and Recoveries
education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/emergency
- Queensland Government – Emergency and evacuation policies and procedures under the National Law
vision6.com.au/em/message/email/view.php?id=1411534&a=51732&k=Qj09YLryzGzYddcRriDRmxVQkyV8fx2G3uE-tGJXmxQ
- United Convention on the Rights of the Child
- Victorian Government – Department of Education and Training Emergency Management Requirements
education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx

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