EMERGENCY EVACUATION PROCEDURE

Emergency and evacuation situations in early education and care services may arise for a variety of reasons, often suddenly and unexpectantly. 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.

Working in conjunction with the *Emergency Evacuation Policy*, this procedure provides detailed steps for educators to confidently manage emergency situations effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Education and Care Services National Law or Regulations (R.1(d), 97, 98, 99, 136 and 168) NQS QA 2 Element 2.2.1, 2.2.2 Children's Health and Safety QA 7 Element 7.1.2 and 7.1.3 Governance and Leadership
Related Policy: Emergency Evacuation Policy

STEP 1: DURING AN EVACUATION		
1	Any person who notices the emergency will activate the Emergency Management Plan.	
2	Chief Warden and/or management makes the final call for an evacuation/lock down/shelter-in place response	
3	Chief Warden/Management will announce emergency and designated assembly point on the megaphone. The chief warden will than move through the building continually announcing evacuation on the megaphone. Chief Warden will collect the staff diary. During a lockdown the code 'Today is a lovely day to play inside' will be announced.	
4	Chief Warden will: • Contact emergency services on 000 stating name and address of the education and care service and the nearest cross street • State reason for evacuation, phone contact number and number of children and adults evacuating • Liaise with emergency services for further instructions	
5	Educators and staff will: • remain calm and reassure children • lead children to designated assembly point • assist with the movement of babies, young children and any non-ambulant children • collect emergency evacuation bag, children's medication box and action plans and iPad.	
6	WHS officer: • Collect visitor sign-in sheets • close all windows and doors as you move through the service, if possible • shut off power, gas and water as required • attend assembly point	

7	Room leaders will check the attendance roll of their room to ensure all children are accounted for.	
8	WHS officer will do the staff and visitor roll call. Respond to any direction given by the Chief Warden (Nominated Supervisor/Responsible Person)	
9	Educators will support and supervise children until the service is cleared by emergency services	
10	Designated First aid officer will: • collect portable First Aid Kit • ensure support personnel have completed delegated tasks • once children are safely evacuated, administer first aid if required • respond to any direction given by the chief warden	
11	Chief Warden will: • respond to requests from emergency services personnel • confirm when evacuation/lockdown is completed • provide information to other staff members to contact families when it is safe	
12	Communications officer will: • communicate information to staff, children and visitors as appropriate • provide instructions to parents/families as required • contact parents/families as requested by the chief warden • keep accurate records of children that may be collected by families during the evacuation	

STEP 2: FOLLOWING AN EVACUATION		
1	Management will • send families a letter confirming the evacuation and procedures implemented • if the service is not able to continue to operate, notify families when it is safe to return and alternative options for education and care in the area • complete the Emergency Evacuation Incident Report • notify the regulatory authority within 24 hours- NQA IT System • liaise with any attending emergency service for debrief and feedback on emergency procedure	

REVIEW OF PROCEDURE			
Date procedure created	03/01/2025	To be reviewed	January 2026
Approved by	Krystle Hills		
Procedure Reviewed Date	Modifications/Changes		
January 2025	Step 3 was updated to reflect the megaphone and the new lockdown phrase.		
April 2024	Procedure Reviewed, no changes		
Jan 2023	Procedure reviewed, changes to the titles of incident manager to chief warden. Changed the steps to follow the services current practices.		