

# EMERGENCY AND EVACUATION POLICY & PROCEDURE

## Policy Statement

Fun 4 U Helensburgh is committed to protecting the health, safety and wellbeing of all children, educators, families, and visitors at our service during any emergency or evacuation situation. We recognise that emergencies can occur suddenly and without warning, and we prioritise thorough planning, regular rehearsal, and ongoing staff training to ensure a calm, coordinated, and effective response. Our service maintains clear emergency and evacuation policy and procedures (Reg. 168) that meet all requirements under the Education and Care Services National Law and National Regulations, and ensures that all staff understand their roles and responsibilities in keeping children safe.

## Background

Emergencies may arise due to natural events, environmental hazards, accidents, or threats that place individuals at risk of harm. As an OSHC service, Fun 4 U Helensburgh must have strong systems in place to prevent, prepare for, respond to, and recover from emergency situations. Effective management requires detailed risk assessment, clear communication channels, and consistent practice of emergency drills so educators and children know exactly what to do.

Fun 4 U Helensburgh is also located in a recognised bushfire-prone area, which requires heightened preparedness and specific response procedures during the bushfire season. Our service follows tailored strategies that support early detection, rapid decision making, and clear evacuation or shelter-in-place procedures should a bushfire threat arise. For comprehensive information on bushfire-specific risk management, prevention and response strategies, please refer to the *Fun 4 U Helensburgh Bushfire Policy*.

Our emergency and evacuation planning aligns with ACECQA guidelines, the Australian Warning System, the National Quality Standard, WHS legislation, and relevant state emergency

requirements. By embedding regular reviews, rehearsals, staff training, and collaborative planning with local emergency authorities, the service ensures a safe environment where children feel supported and protected—even in unexpected situations.

NEW SOUTH WALES (NSW)	
•	NSW Police: <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>
•	NSW Rural Fire Service: <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
•	NSW State Emergency Services: <a href="http://www.ses.nsw.gov.au">www.ses.nsw.gov.au</a>

### Legislative Requirements and links to the National Quality Framework

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 174(2)(a)	Serious incident - Any emergency for which emergency services attended
S. 174(2)(c)	Any incident that requires the approved provider to close, or reduce the number of children attending the service for a period
S. 174(2)(c)	Any circumstance at the service that poses a risk to the health, safety or wellbeing of a child attending the service
4	Definitions "multi-storey building" and "storey"

12 (d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
136	First aid qualifications
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
175	Prescribed information to be notified to Regulatory Authority



### Definitions of Key Terms used in the Policy

TERM	MEANING	SOURCE
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.	<a href="#">ACEQA</a>
Australian Standards	Australian Standards are documents that set out specifications, procedures and guidelines that aim to ensure products, services, and systems are safe, consistent, and reliable.	
Direct Egress	‘Direct egress’ means the ability to move and directly exit to an assembly area that is at the same level as the education and care service and is outside the service premises and away from the building. This does not include travelling through sets of stairs (including fire isolated stairwells), busy occupied areas, traffic or other hazards, or obstructions. For example, a centre-based service, family day care residence or venue is located on the second storey of a multi-storey building. The building is on sloping land which means that the service, residence or venue has direct access to the outdoors at ground level (without the need to travel up or down any stairs) which leads to the assembly area(s) outside the education and care premises and building.	<a href="#">Guide-to-the-NQF-250901.pdf</a>
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.	<a href="#">Guide-to-the-NQF-250901.pdf</a> – Quality Area 7
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.	

Emergency services	Includes ambulance, fire brigade, police and state emergency services.	<a href="#">Emergency services   NSW Government</a>
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'.	
Evacuation route	Continuous path of travel (including exits, public corridors and the like) from any part of a building to a safe place.	
Fire safety adviser	A specified role in some jurisdictions. May coordinate fire safety management plans, fire and evacuation plans, procedures, review and practice, and give or arrange instruction to staff on evacuation and the operation of firefighting equipment.	
Harm	Physical or mental injury; hurt.	Dictionary definition
Hazard	An unavoidable danger or risk, even though often foreseeable.	<a href="#">How to - Work health and safety approved v2.indd</a>
Lock down	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.	
Lock in	A security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved.	
Lock out	A security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved.	
Multi-storey building (Reg. 4)	A building with more than two storeys, including the ground floor. Each level of a split level storey (or a mezzanine), is counted as one storey. For these purposes, the ground floor is the first storey, the first floor is the second storey, and so forth.	<a href="#">Education and Care Services National Regulations (2011 SI 653) - NSW Legislation - Definitions</a>
Risk	Exposure to the chance of injury or loss; a hazard or dangerous chance.	Dictionary definition
Risk assessment	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.	
Serious Incident (Reg 12 (d))	Any emergency situation in which emergency services attend the OSHC Service in response to an event that poses, or has the potential to.	<a href="#">Education and Care Services National Regulations (2011 SI 653) - NSW Legislation - Definitions</a>

### Principles that inform the policy

We recognise an emergency as any **unplanned, sudden or unexpected event** that requires immediate action to prevent harm, injury, illness, or damage to the OSHC premises. Emergencies pose a direct risk to the health, safety and wellbeing of children, educators,



families and visitors. Because every service operates in a unique environment, it is essential to identify potential emergencies specific to our location—including severe heat or heatwave conditions, which present significant risk to young children and require targeted mitigation strategies (see Sun Safety Policy).

Under the [Guide to the NQF](#), an emergency is defined as any situation where there is an **imminent or severe risk** to children's safety or wellbeing.

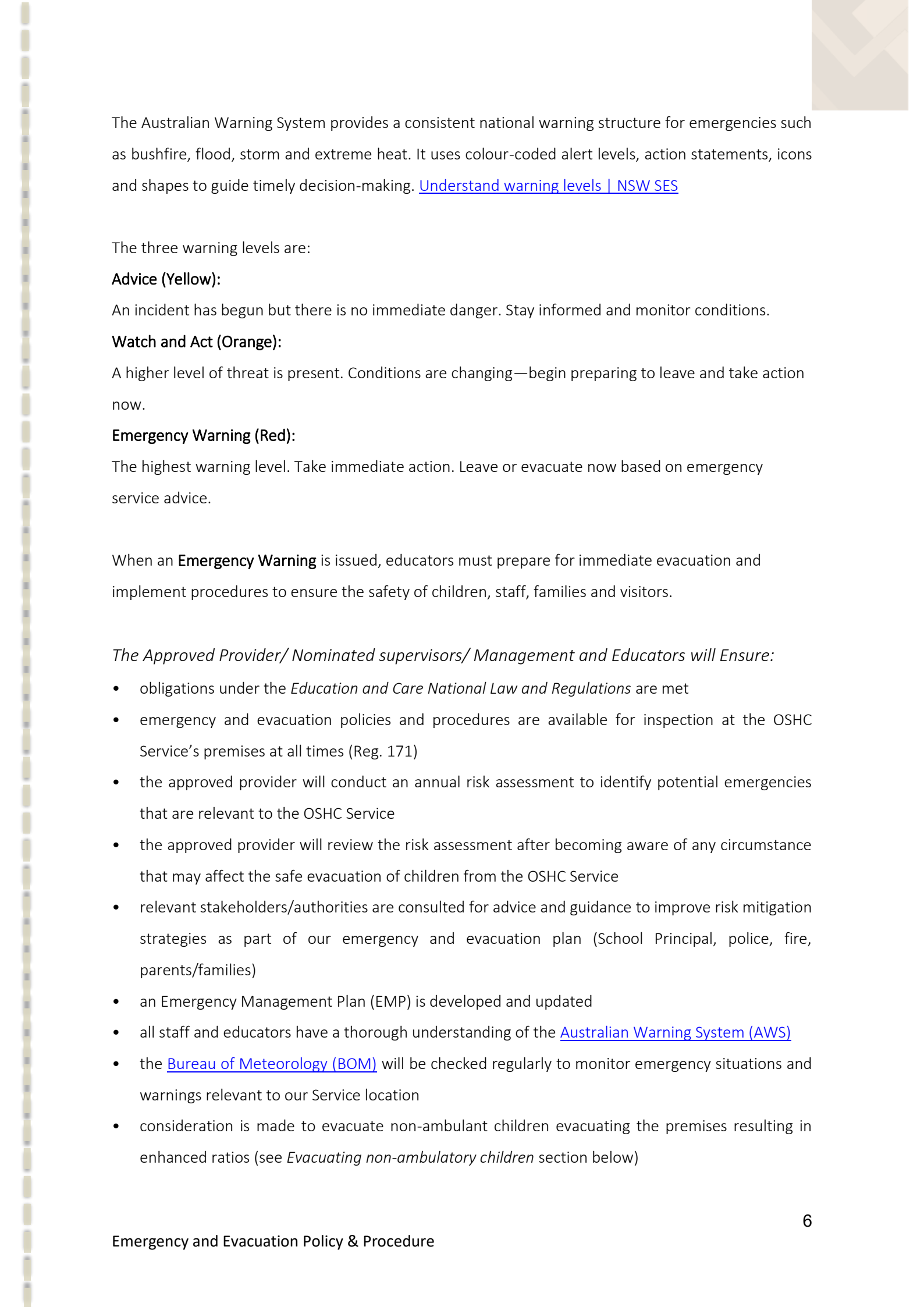
Evacuation may be required in situations such as:

- Fire within the building or outdoor spaces
- Fire in the surrounding area
- Flooding
- Cyclone, severe storm, dust storm or other significant weather events
- Dangerous animals, insects or reptiles
- Terrorist threat or community emergency
- Gas leak or explosion
- Structural damage, traffic accidents, or events that compromise building safety (e.g., earthquake)

(Refer to our *Bushfire Policy* for detailed information relating specifically to bushfire preparation, response and evacuation planning.)

The approved provider, together with educators, will conduct a **comprehensive annual emergency risk assessment** to identify hazards that may impact the safe evacuation of children. Risk assessments will also be reviewed following any incident or new information that may affect our emergency preparedness. All risk assessments are continually monitored to support ongoing improvement and ensure our procedures remain effective and up to date. If any risk is identified that may compromise safe evacuation, the Emergency and Evacuation Policy and Procedure will be amended immediately. Completed risk assessments are stored securely and retained for a minimum of **three years**.

*The Australian Warning System (AWS):*



The Australian Warning System provides a consistent national warning structure for emergencies such as bushfire, flood, storm and extreme heat. It uses colour-coded alert levels, action statements, icons and shapes to guide timely decision-making. [Understand warning levels | NSW SES](#)

The three warning levels are:

**Advice (Yellow):**

An incident has begun but there is no immediate danger. Stay informed and monitor conditions.

**Watch and Act (Orange):**

A higher level of threat is present. Conditions are changing—begin preparing to leave and take action now.

**Emergency Warning (Red):**

The highest warning level. Take immediate action. Leave or evacuate now based on emergency service advice.

When an **Emergency Warning** is issued, educators must prepare for immediate evacuation and implement procedures to ensure the safety of children, staff, families and visitors.

*The Approved Provider/ Nominated supervisors/ Management and Educators will Ensure:*

- obligations under the *Education and Care National Law and Regulations* are met
- emergency and evacuation policies and procedures are available for inspection at the OSHC Service's premises at all times (Reg. 171)
- the approved provider will conduct an annual risk assessment to identify potential emergencies that are relevant to the OSHC Service
- the approved provider will review the risk assessment after becoming aware of any circumstance that may affect the safe evacuation of children from the OSHC Service
- relevant stakeholders/authorities are consulted for advice and guidance to improve risk mitigation strategies as part of our emergency and evacuation plan (School Principal, police, fire, parents/families)
- an Emergency Management Plan (EMP) is developed and updated
- all staff and educators have a thorough understanding of the [Australian Warning System \(AWS\)](#)
- the [Bureau of Meteorology \(BOM\)](#) will be checked regularly to monitor emergency situations and warnings relevant to our Service location
- consideration is made to evacuate non-ambulant children evacuating the premises resulting in enhanced ratios (see *Evacuating non-ambulatory children* section below)

- additional consideration is made for OSHC services operating in multi-storey buildings (assembly areas, lifts not being used, stairwells, non-ambulant children, staffing implications, supervision) [Reg. 97(1)(b)]
- emergency rehearsals should involve school students and staff if OSHC is located on a school site (if applicable)
- emergency evacuation plans are displayed in prominent positions near each exit at the OSHC Service premises including both the indoor and outdoor learning areas
- the emergency and evacuation procedures include instructions for what must be done in the event of an emergency
- the plan includes a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes from all locations
- all exits have exit signs clearly visible
- there are no obstructions in hallways, stairways or emergency exits
- all educators, including casual/relief educators and staff members, are familiar with our *Emergency and Evacuation Policy*, procedures and regulatory requirements
- new staff, volunteers and students are provided with information and training about our *Emergency and Evacuation Policy* and procedures during induction
- all staff are aware of their roles and responsibilities in event of an emergency situation
- emergency evacuation rehearsals (drills) will be practiced every three months by the responsible person, all staff members, volunteers, and children present on the day
- National Regulations state that evacuation rehearsals are to be practiced every 3 months: However, to ensure best practice our Service will conduct emergency evacuation drills in a weekly block every 3 months so that all children and staff experience an evacuation on a regular basis.
- spontaneous rehearsals also take place during the year to assist in refining risk management procedures and evacuation procedures
- each time a planned or spontaneous emergency evacuation drill is performed it is to be timed and documented
- after reflection, notes on any areas that need improving or revising are to be documented. Educators will discuss and implement strategies to make continuous improvement to procedures which will be documented in the Service's Staff Meeting minutes and Quality Improvement Plan (QIP)
- in the event of limited educators (e.g., early morning or late afternoon), staff members are to work together to perform the duties as per the evacuation plan (the roster must include a responsible person being on the premises at all times to take responsibility and delegate duties). This scenario

will be discussed and documented in the Service's Staff Meeting Minutes (WHS).

- regular communication with families includes information about emergency and evacuation procedures
- families are informed when a rehearsal or drill has occurred
- at least one staff member or one nominated supervisor who holds current ACEQCA approved first aid qualifications, approved anaphylaxis management and emergency asthma management training is in attendance at all times. (Reg. 136)
- each room has an *Emergency Evacuation Kit* located in a prominent position
- *Emergency Evacuation Kit* are regularly audited and restocked as required
- an up-to-date register of emergency telephone numbers for children is maintained. A copy of the current list will always be available in the *Emergency Evacuation Kit*
- portable First Aid Kits are readily available in case of an emergency evacuation
- medical management plans for children are able to be accessed easily
- children's medication is collected during an evacuation
- all fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout the Service will be inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851-2012: *Maintenance of Fire Protection Systems and Equipment* [Check with state/territory requirements]
- extinguishers will be emptied, pressure tested, and refilled every five years
- all tests performed on emergency equipment and the date on which it was tested will be recorded on a label or metal tag attached to the unit. Certificates to verify testing will be filed
- ensure smoke detectors are regularly tested and batteries replaced annually
- staff and educators have access to an operating telephone or other means of communication at all times (mobile phone)
- in the event of an operating telephone or no other means of communication the service will consider closure of the OSHC Service (See *Closure of Service* below)
- emergency telephone numbers will be displayed prominently throughout the OSHC Service in the kitchen, office, staff room and each area where children are educated and cared for
- Our emergency telephone list (located next to the telephone) includes the numbers for:
  - [Police](#): 000 for emergencies or 02 4633 5600
  - [Local fire station](#): 02 4224 2035
  - [Rural Fire Service](#): 000 for emergencies, or 1800 679 737 (RFS Info Line)
  - [State Emergency Services \(SES\)](#): 132 500
- following the emergency evacuation or an incident that poses a risk to the health and safety of



children attending the OSHC Service, an *Incident, Injury, Trauma and Illness Record* will be completed

- the approved provider will make a notification of a serious incident to a regulatory authority (within 24 hours) through the [NQA IT System](#) when emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason or following an incident that poses a risk to the health and safety of children attending the OSHC Service (Reg. 175)
- ensure the regulatory authority is notified within 24 hours via the [National Quality Agenda IT System \(NQAITS\)](#) if the OSHC Service is required to close for a period of time as a result of a local emergency [Reg.175 (2)(b)]
- the approved provider will notify the Department of Education (CCS) if the OSHC Service is required to close for a period of time as a result of a local emergency [Reg.175 (2)(b)].

#### *The Families will Ensure:*

- Ensure they have the service's up-to-date contact details
- Ensure they complete the attendance record on delivery and collection of their child
- Provide emergency contact details on their child's enrolment form and ensure this is kept up to-date
- Ensure they are aware of the service's Emergency and evacuation policy and procedures
- Ask them to reinforce the service's emergency and evacuation procedures with their child
- If present at the service at the time, ensure that they follow the directions of educators and staff in the event of an emergency or when rehearsing emergency and evacuation procedures.

#### *Evacuating Non-Ambulatory Children:*

The approved provider and nominated supervisor will ensure that clear, safe, and well-planned procedures are in place for evacuating children who cannot walk independently or who require physical assistance. This includes:

- **Conducting a comprehensive risk assessment** that specifically addresses the evacuation needs of non-ambulatory children, including:
  - determining **additional staffing requirements**, especially when evacuating from multi-storey buildings
  - identifying the **location and suitability of emergency equipment** (e.g., wheelchairs, walkers, evacuation mats or chairs)
  - confirming that all equipment can move easily and safely through evacuation routes without obstruction

- establishing **specific stair-evacuation procedures** where multi-storey evacuation is required
- **Including all non-ambulatory children in every evacuation rehearsal**, ensuring staff become confident and competent in these procedures.
- **Assessing each child's mobility during an emergency**, prioritising those who require additional support.
- Ensuring **weight limits and capacity requirements** for evacuation equipment are always followed.
- **Reviewing and reflecting** on each evacuation drill with staff, with particular attention to timing, challenges, and improvements related to non-ambulatory children.
- Ensuring **all evacuation equipment is stored accessibly** and can be retrieved immediately in an emergency.
- Ensuring **all staff are trained** and confident in using any specialised equipment required to transport non-ambulatory children safely.

#### *Closure of the Service:*

There may be times where the normal operation of the OSHC Service is disrupted, and the Service is required to close temporarily during a planned or unplanned emergency occurrence. Situations that affect the normal operation include a local emergency which poses a risk to the health and safety of children attending the service, or where the service is inaccessible or is unsafe for children or staff or the emergency services/authority have directed the service to close.

Situation where the OSHC Service may consider closure include:

- A period of local emergency, or emergency event
- Flooding
- Health emergency (i.e., pandemic)
- Bushfire
- Cyclone
- Unexpected absence of staff where ratios are unable to be met
- Severe outbreak of illness or disease
- Lack of access to operating phone/communication means
- Damage or vandalism to the service
- Chemical hazard
- Earthquake

- The approved provider or nominated supervisor will consult with emergency services/ local authorities regarding the closure of the OSHC Service
- Our OSHC Service will ensure families are informed of emergency closures as soon as practicable to ensure immediate collection of children
- In the event of a planned closure, management will advise families as reasonably practicable through SMS/social media/phone calls/email to provide details of the planned closure including the period of closure
- Our OSHC Service will notify the regulatory authority of the service closure within 24 hours of an incident
- Our OSHC Service will notify the Department of Education through the Provider Entry Point (PEP) or our third-party software of the Service closure within 24 hours.

#### *Dealing with Trauma:*

Emergencies and natural disasters are extremely stressful, and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many different ways. Children look to adults for reassurance, care and opportunities to share their feelings. It is important for educators to understand the impact of disasters and seek help when needed.

The approved provider/nominated supervisor will support educators to provide information to parents and families following any emergency or natural disaster including:

- will the service be open in the days and weeks ahead?
- how to find alternative care and education
- how to contact services for support with dealing with trauma

Several organisations offer support for educators in these situations:

[Emerging Minds](#)

BeYou- [Trauma informed practice](#)

#### **Preparing for an Emergency**

Australian Government Department of Education Resources- [Help in an emergency - Department of Education, Australian Government](#)

### Emergency and Evacuation Procedure (Reg 97)

STEP 1: DURING AN EVACUATION		
1	Chief Warden/incident manager (nominated supervisor/responsible person) makes the final call for evacuation/lock down/shelter-in place response, in consultation with school representative (if required).  (This person will be referred to as Chief Warden throughout this procedure).	
2	Chief Warden will activate the Service's <i>Emergency Management Plan</i>	
3	Blow 3 sharp whistles to signal an emergency.	
4	Staff to encourage the children to stop what they are doing and for all children to move with a staff member to the bottom oval as an evacuation point.	
5	Chief Warden is to collect the children's/staff/visitor attendance records and evacuation kit which contains emergency contacts, first aid kit (including children's independent medications) and a mobile phone. (Reg. 98)	
6	Chief Warden will: <ul style="list-style-type: none"><li>• contact emergency services on 000 stating name and address of the Out of School Hours Care Service and the nearest cross street</li><li>• state reason for evacuation, phone contact number and number of children and adults evacuating.</li><li>• liaise with emergency services for further instructions</li></ul>	
7	Chief Warden and staff will: <ul style="list-style-type: none"><li>• remain calm and reassure children</li><li>• lead children to designated assembly point (Reg. 99)</li><li>• assist with the movement of any non-ambulant children (see <i>Step 2: Evacuating non-ambulatory children</i> below)</li><li>• search building/premises for children and/or visitors</li></ul>	
8	The designated educator will use sign-in sheets to check that all children, staff and visitors are accounted for when assembled at designated location and respond to any direction given by the Chief Warden	

9	While completing a final check of the premise the Chief Warden will	
10	<p>Other tasks to complete:</p> <ul style="list-style-type: none"> <li>• Final check of each room for children and adults</li> <li>• Close all windows and doors as you move through the service, if possible</li> <li>• Shut off power, gas and water as required</li> <li>• Ensure support personnel have completed delegated tasks</li> <li>• Once children are safely evacuated, administer first aid if required</li> <li>• Ensure staff respond to any direction given by the Chief Warden</li> <li>• Respond to requests from emergency services personnel</li> <li>• Confirm when evacuation/lockdown is completed</li> <li>• Provide information to other staff members to contact families when it is safe.</li> <li>• No one should re-enter the building until the officer in charge has said it is safe to do so.</li> </ul>	
11	<p>Management/Communications Officer will:</p> <ul style="list-style-type: none"> <li>• communicate information to staff, children and visitors as appropriate</li> <li>• provide instructions to parents/families as required</li> <li>• consult with school representatives (if required)</li> </ul>	

#### STEP 2: EVACUATING NON-AMBULATORY CHILDREN STEP

1	Use emergency equipment to assist with non-ambulatory children. Emergency equipment used at our OSHC Service include [identify emergency evacuation equipment] Children's own ambulatory equipment?	
2	Assess children's developmental milestones and physical mobility during emergency evacuation rehearsals to ensure children who cannot walk independently or require assistance will be identified and prioritised for evacuation in an emergency situation.	
3	Ensure weight restrictions and maximum capacity requirements are maintained at all times when using emergency equipment during an emergency evacuation	
4	Use pre-planned routes for emergency evacuations, using ramps and paths	

5	Communicate with families to find an appropriate solution to assisting with evacuation planning.	
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### STEP 3: INFORMING FAMILIES OF AN EVACUATION

1	The Chief Warden will contact parents, guardians, or emergency contacts to inform them of the emergency incident. They will also advise whether children can be collected from the designated assembly point or, if permitted, from the OSHC Service once it is safe to re-enter.	
2	Educators will keep a record of the time parents/guardians are contacted and the name of the person spoken with.	
3	<p>Sample phone/email communication:</p> <p><i>We want to inform you that due to [reason for evacuation, e.g., a fire alarm activation], the children and staff have safely evacuated the OSHC Service. All children are accounted for and are currently at our designated emergency assembly point at [location name].</i></p> <p><i>You are welcome to collect your child from this location. Please check in with a staff member upon arrival so we can ensure a smooth and safe dismissal.</i></p> <p><i>We will continue to provide updates as needed. If you have any questions, please contact us at Ph: 0431 099 608 / 0431 199 150 or email: <a href="mailto:fun4uhelensburgh@gmail.com">fun4uhelensburgh@gmail.com</a></i></p>	
4	<p>As children are collected by parents or emergency contacts, educators will ensure sign out records are accurately documented, including:</p> <ul style="list-style-type: none"> <li>• date of collection</li> <li>• time of collection</li> </ul> <p>name of person collecting the child (if verbal authorisation has been provided ensure this is documented and written authorisation obtained at a later date)</p>	
5	The approved provider/nominated supervisor will liaise with emergency services and school representatives to determine if the Service must remain closed. They will communicate any necessary updates to parents and guardians as required.	

### STEP 4: FOLLOWING AN EVACUATION

1	Send families a letter confirming the evacuation and procedures implemented.	
2	If the OSHC 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	
3	Complete the <i>Emergency Evacuation Record</i> .	
4	Notify the regulatory authority within 24 hours- <a href="#">NQA IT System</a>	
5	liaise with any attending emergency service for debrief and feedback on emergency procedure	
6	Liaise with school representatives following a review of the evacuation	
7	Organise counselling for children and staff if required, to support emotional well-being following the evacuation	

#### HARASSMENT AND THREATS OF VIOLENCE

##### Considerations:

If a person/s known or unknown to the service harasses or makes threats to children or staff at the Centre, or

on an excursion, staff will:

- 1) calmly and politely ask them to leave the centre or the vicinity of the children
- 2) be firm and clear and remember that primary duty is to the children in your care
- 3) if they refuse to leave, explain that it may be necessary to call the police to remove them
- 4) if they still do not leave, call the police
- 5) if the Staff is unable to make the call another staff member should be directed to do so

where possible staff will calmly move the children away from the person

#### LOCKDOWN PROCEDURE

For Intruders/ Threats:

**In case of unknown suspicious persons in play area or near the service staff may implement a lockdown procedure of:**

- 1) The witness to the event alerts the Nominated Supervisor immediately.

- 2) The Nominated Supervisor determines whether or not lockdown is appropriate.
- 3) If yes, the Nominated Supervisor activates the lockdown signal.
- 4) Staff to signal with 1 long blow on the whistle to gain the childrens attention and ask them to all move inside the service.
- 5) Dial 000 for police/emergency services assistance, and follows the operator's instructions.
- 6) Staff follow all directions of the Nominated Supervisor explicitly.
- 7) All children are to remain in the main room.
- 8) Staff are to lock doors and windows and call police on 000.
- 9) Educators check the sign-in sheet and ensure that all signed-in children are present, and as soon as it is safe to do so, inform the Nominated Supervisor of the names of any children unaccounted for.

After lockdown.

- The Nominated Supervisor is to notify parents as soon as possible after the lockdown has ended.
- The lockdown will be documented, and the Centre's response reviewed.

#### SHELTER IN PLACE FOR DANGEROUS ANIMALS/STORMS & SEVERE WEATHER

In case of severe wet weather or major storm or sighting a dangerous animal the service may implement a shelter in place to ensure all children are kept safely indoors:-

- Educators to discuss the situation with the Nominated supervisor and/ or director to see if a shelter in place procedure is necessary.
- If yes, the Nominated Supervisor activates the lockdown signal.
- Staff to signal with 1 long blow on the whistle to gain the childrens attention and ask them to all move inside the service..
- Staff follow all directions of the Nominated Supervisor explicitly.
- All children are to remain in the main room.
- Staff are to shut doors and windows.
- Educators check the sign-in sheet and ensure that all signed-in children are present, and



as soon as it is safe to do so, inform the Nominated Supervisor of the names of any children unaccounted for.

- If it is a dangerous animal, the educators are to ensure they maintain a safe distance but observe the whereabouts of the animal. Educators are to contact a snake catcher or Wires to seek advice and assistance.

After shelter in place.

- The Nominated Supervisor is to notify parents as soon as possible after the shelter in place has ended.

The shelter in place will be documented, and the Centre's response reviewed.

### **Jurisdiction Specific Website Details**

NSW Police: [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

NSW Rural Fire Service: [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)

NSW State Emergency Services: [www.ses.nsw.gov.au](http://www.ses.nsw.gov.au)

### **Induction and Ongoing training**

Fun 4 U Helensburgh is committed to ensuring all educators and staff are confident, prepared, and fully informed about their responsibilities during any emergency situation. As part of our induction process, all new educators, casual staff, volunteers and students will receive thorough orientation in the service's Emergency and Evacuation Policy and Procedure, including our Bushfire Policy due to the service's location in a bushfire-prone area.

Induction training will cover:

- The service's emergency and evacuation procedures, maps, and assembly points
- Roles and responsibilities during an emergency
- Use of emergency equipment (e.g. fire extinguishers, fire blankets)
- Communication protocols, including alert systems and contacting emergency services
- Location-specific hazards, including bushfire risks, and actions required during a bushfire alert
- Procedures for evacuations, lockdowns, lockouts, shelter-in-place, and medical emergencies
- Supporting children during emergencies in a calm, trauma-informed manner

To maintain readiness and compliance, Fun 4 U Helensburgh provides ongoing training throughout the year. This includes:

- Mandatory practice drills (evacuation, lockdown, bushfire response) conducted at least once per term, with outcomes reviewed and documented

- Annual refresher training on emergency procedures for all educators
- Additional training following changes to policy, identified risks, or updates to emergency legislation
- Briefings for all casual staff and visitors on emergency exits, alarms, and assembly points
- Reflection sessions after any drill or real emergency to identify improvements and update procedures
- Collaboration with local emergency services where appropriate to strengthen our preparedness

Through consistent training, regular communication, and reflective practice, all educators and staff remain equipped to respond swiftly and safely to emergencies, ensuring the wellbeing of every child in our care.

### **Monitoring Evaluation and Review**

At Fun 4 U, we proactively monitor updates from ACECQA and Childcare Centre Desktop to ensure our *Emergency and Evacuation Policy & Procedure* remains current and compliant. The policy is reviewed at least annually, in consultation with families, staff, educators, and management, to reflect best practices and evolving regulatory requirements. In addition to this, our policies are made readily available to families on our Facebook page and next to our sign in and out register we have a poster with a QR code that links to all of our policies. (Reg 171 & 172)

### **Links to other policies/ resources**

Related Polices	Child Care Centre Desktop Polices
Acceptance and Refusal of Authorisations Policy Administration of first aid Policy Bush Fire Policy Child Protection Policy Delivery and Collection Policy Emergency Management Plan (EMP) Enrolment Policy Excursions and incursions Policy Family Communication Policy Incident, Injury, Trauma and Illness Policy Providing a Child Safe Environment Policy Sun Protection Policy Supervision Policy	Bomb Threat Checklist Bomb Threat Procedure Emergency Evacuation Record Emergency Evacuation Kit Checklist Emergency Evacuation Procedure Emergency Evacuation Rehearsal Calendar Emergency Evacuation Rehearsal Evaluation Emergency Evacuation Rehearsal Letter to Families Emergency Evacuation Rehearsal Procedure Emergency Evacuation Situation Letter Emergency Management Audit Emergency Management Plan (EMP) Emergency Management Team Structure and Guide Emergency Support Services Extreme Weather Procedure Fire and Safety Equipment Checklist Interruptions to Care - Risk Assessment Action Plan Planned and Unplanned Power Outage Procedure Potential Emergencies - Risk Assessment Action Plan

## Sources

- Australian Children's Education & Care Quality Authority. (2023). Policy and procedure guidelines- [Emergency and evacuation guidelines.](#)
- Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)
- Australian Children's Education & Care Quality Authority. (2023). [Multi Storey Buildings: Evacuations and Approvals](#)
- Australian Government. Business. (2024). [Emergency management.](#)
- Australian Government Department of Education. (2023). [Help in an emergency](#)
- Australian Government. National Emergency Management Agency. [Australian Warning System.](#)
- Early Childhood Australia Code of Ethics. (2016).
- [Education and Care Services National Regulations.](#) (Amended 2023).
- Fire Protection Association Australia: [www.fpaa.com.au/](http://www.fpaa.com.au/)
- Fire System Services: <http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>
- NSW Department of Education. (2023). [Emergency Planning, Management, Response and Recovery](#)
- NSW Rural Fire Service: [www.rfs.com.au](http://www.rfs.com.au)
- *Work Health and Safety Act 2011.*

Record of services' compliance (Reg 167)

**Date Created:** May 2015

**Date Reviewed by Fun 4 U:** 18/11/2025

**Childcare Centre Desktop Policy Update:** February 2025

**This Policy Follows ACEQA:** [PolicyGuidelines\\_EmergencyAndEvacuation.pdf](#)