

Children's Health & Safety

# Emergency and Evacuation Policy

## Our Vision.

To give every child **the best start in life**.

## Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

## Our Values.

- |                |  |
|----------------|--|
| <b>Care</b>    | We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued. |
| <b>Quality</b> | We maintain the highest standards in care and safety and provide exceptional early years education.                |
| <b>Service</b> | We provide exceptional service and are integral to supporting parents bringing up children.                        |
| <b>Value</b>   | We provide outstanding value for our families.   |



# Emergency and Evacuation Policy.

As far as reasonably practicable, Busy Bees Early Learning Australia will provide a safe and healthy environment. Employees will respond to an emergency with consideration to the needs of all persons on site at the time of an emergency, including anyone who is injured or traumatised.

Appropriate procedures are in place to effectively manage and evaluate emergency situations at a Busy Bees Service and processes for the identification and management of emergencies and subsequent evacuation, lockdown, lockout or shelter-in-place procedures are implemented. In the event of an emergency or catastrophe, counselling will be made available to children and employees.

NATIONAL QUALITY STANDARDS (NQS)	
QUALITY AREA 2 – Children's Health and Safety	
2.2 - Safety	2.2.1 - Supervision
	2.2.2 - Incident and Emergency Management
QUALITY AREA 7 – Governance and Leadership	
7.1 - Governance	7.1.2 - Management Systems
	7.1.3 - Roles and Responsibilities

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Part 6	Operating an Education and Care Service (Law - 167) Sec 174(2)(a) & (c)
Part 4.2	Children's Health and Safety (Reg - 85, 86, 87, 88, 89, 97, 98, 99)
Part 4.4	Staffing Arrangements (Reg - 136)
Part 4.7	Governance and Leadership (Reg - 168, 170, 171)

RELATED POLICIES	
Acceptance and Refusal of Authorisations Policy	Record Keeping and Retention Policy
Delivery and Collection of Children Policy	Supervision Policy
Incident, Injury, Trauma and Illness Policy	Work Health and Safety Policy

## PURPOSE

This policy sets out the requirements for policies and practices in relation to Workplace Health and Safety and safe management of emergencies and evacuations.

Busy Bees Early Learning Australia aim to provide a healthy and safe environment where in the event of emergencies, employees are prepared and informed as to how to manage the situation without putting themselves or anyone else at risk, keeping the welfare of both children and adults paramount.

## SCOPE

Children, Busy Bees Employees, Management, Visitors and Families

## POLICY

Busy Bees Early Learning Australia recognises that emergency situations can occur at any time, both inside the Service and outside in the surrounding community. We define an emergency as an unplanned, sudden, or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the environments.

Whilst some emergency situations will require employees and children to evacuate from the Service, there are potential situations that will require the facility to go into lockdown.

## Emergency and Evacuation Policy.

All Services will display a copy of the emergency and evacuation floor plan and instructions in prominent positions near each exit as per Education and Care Services National Regulations; conduct risk assessments to reduce the chance of an emergency having a devastating effect on children, Families, and employees; and ensure that elevators are not used during an emergency.

Risk assessments must identify emergencies that are relevant to the Service. Risk assessments must be completed every 12 months, or as soon as practicable after becoming aware of any circumstances that may affect the safe evacuation of children attending the Service.

Risk assessments for services in multi-storey buildings must consider (assembly areas, lifts not being used, stairwells, non-ambulant children, staffing implications, supervision) [Reg. 97(1)(b) and emergency rehearsals should involve other building tenants and building manager (if applicable).

While developing risk assessments, employees will review children enrolment details to identify and document any individual care or additional requirements that will assist during an emergency. Medical Action Plans and relevant medications will accompany employees and children during any emergency and evacuation.

Services will have an Emergency Management Plan in place for all emergencies and evacuations that is developed through risk assessment at the individual Service. All employees must maintain thorough knowledge of the completed plan.

Employee to child ratios will be maintained during emergency and evacuation processes, and all evacuation paths will always remain clear of obstacles and hazards.

All employees, children and visitors will be required to sign in and out of the Service upon entry and departure. Employees leaving the building on unpaid breaks are required to sign out and back into the Service also.

High visibility vests and/or hard hats will be worn by key personnel in accordance with the evacuation procedures.

Emergency packs, attendance rolls, and a mobile/telephone will be collected by employees who will check all children under their immediate care are accounted for.

In all situations where emergency personnel or the Nominated Supervisor/Incident Manager have deemed the Service unsafe to attend or return to, all children are to be collected immediately by an authorised contact, and employees are to be sent home. Busy Bees will ensure correct ratio requirements will be maintained until the last child has been collected.

Services located in a multi-storey building shared with other occupants and on a storey that does not have direct egress to an assembly area, must ensure that their Emergency Manage Plan include arrangements with other occupants of the building in relation to evacuation and information prescribed in the regulations such as, the evacuation routes proposed to be used in an evacuation, identification of the person in charge of an evacuation, and employee roles and responsibilities during an evacuation.

Employees will review, reflect, and discuss current policies and processes holistically to ensure the ongoing safety of all children enrolled at the Service during regular meetings. Reflections will be documented, and any recommendations implemented in the Services risk assessment and Quality Improvement Plan. If an employee is unclear of their role during an emergency, or they have any concerns, they are to notify the Nominated Supervisor immediately.

# Emergency and Evacuation Policy.

Service specific policies or procedures will be identified and developed upon the completion of individual risk assessments conducted per Service. Service specific procedures will be documented in the Service's Emergency Management Plan and will be practiced during rehearsals. Copies of any Service specific policies required will be attached to this policy at the relevant Service and will also be included in the Service's Emergency Management Folder.

## Emergency Rehearsals

All emergency procedure types must be rehearsed on a minimum of every three months. This is inclusive of evacuation, lockdown and medical emergency to align with national regulations and legislation.

To ensure the effective management of emergencies, all employees, children, and visitors will practice and evaluate a contextual emergency monthly. The Busy Bees Rehearsal Schedule will ensure that a all emergencies including a mandatory fire rehearsal is being conducted within each 3-month period.

Each rehearsal will be practised and timed from beginning to end, at varied times throughout the day, to ensure all employees and children can participate. All adults present during an actual emergency or rehearsal will sign acknowledgement of their participation on the Emergency Evaluation Record. All related records will be kept in accordance with the Education and Care Services National Regulations.

## Emergency Management

An Emergency Management Team (EMT) will be in place at all Busy Bees Services to ensure there is a well-coordinated team who are prepared and ready to take immediate action in emergencies if required. Refer to the Emergency Management Plan for information on the development and responsibilities of the EMT.

An Emergency Management Plan (EMP) will be developed to provide details of how the Service will prepare for and respond to emergency situations. The EMP outlines all Service specific details and full procedures on what must be done in the event of an emergency and how to manage the emergency at the Service. All employees, visitors, volunteers and contractors must read and sign acknowledgement of the EMP. The EMP is to be kept in the Emergency Management Folder.

An Emergency Management Folder is kept in the office at each Service. The folder contains the Emergency Management Plan, copies of the Services Evacuation Diagrams and Area Maps, emergency risk assessments, emergency contact and medical details, checklists, records and appropriate policies etc. This folder is required to be utilised during all rehearsed and actual emergencies. All employees are required to know the exact location of this folder. Refer to the Emergency Management Plan for the full contents listing.

Emergency Packs will be fully stocked and taken by employees upon all rehearsed and actual emergencies. The pack contents is listed on the Emergency Pack list, and the pack will be checked monthly and documented on the checklist. All packs must be accessible and kept in the evacuation routes. The number of packs required will be assessed and based on the layout and size of the Service. Identification names/numbers will be provided per pack which will be documented in the Emergency Management Plan.

Evacuation Keys that are required to unlock evacuation route gates will be stored with the Emergency packs and the location of the keys will be documented in the Emergency Management Plan.

## Discovering an Emergency

Employees who discover an emergency will raise the alarm and alert the Nominated Supervisor immediately so that they can determine and implement the appropriate control measures. After immediate assessment, the Nominated Supervisor (or responsible person on duty) will call the situation as an Evacuation, Lockdown, Lockout, or Lock-in/Shelter-In-Place depending on the type of emergency, initiate the following, and activate the Emergency Management Team (EMT) if necessary:



## Emergency and Evacuation Policy.

- **EVACUATION** – A decision has been made to have children, employees and visitors evacuate the Service in the interest of their safety. Pre-determined and practiced evacuation procedures will apply as per the Service specific procedures unless explicit directions from Nominated Supervisor are given. The Nominated Supervisor will contact Emergency Services.
  - **NOTE:** If the Service is situated within a complex (shared building) and the whole complex requires evacuation, the Service is required to follow the complex evacuation procedure.
- **LOCKDOWN/ SHELTER-IN-PLACE** - Due to an external immediate danger, it is safer for children, employees, and visitors to the Service to remain indoors. Employees, children, and visitors will gather into the pre-determined gathering place as per the Emergency Management Plan. It is vital that appropriate spaces have been identified in all rooms of the Service and details of such are kept in the Emergency Management Folder. The Nominated Supervisor (or responsible person on duty) will call Emergency Services e.g., Police on 000.
- **LOCKOUT** – Due to an internal immediate danger, it is safer for children, employees, and visitors to the Service to be excluded from building for their safety. Instructions may include evacuation or prevention of the community into the Service. The Nominated Supervisor (or responsible person on duty) will contact Emergency Services.

### Emergency Codes

The following colour code system related to emergencies will be utilised in Busy Bees Early Learning Services. Employees will call out the code when discovering the following emergencies:

CODE RED	Fire Emergency	Evacuation Procedure
CODE BLUE	Medical Emergency	Medical Procedure
CODE ORANGE	Evacuation	Evacuation Procedure
CODE GREY	Missing Child	Lockdown Procedure
CODE BROWN	External Emergency	Lockdown/ Shelter in Place
CODE PURPLE	Bomb Threat	Evacuation Procedure
CODE YELLOW	Internal Emergency	Evacuation Procedure
CODE BLACK	Personal Threat / Intruder	Lockdown Procedure

Each Service will have an identified system documented in their Emergency Management Plan detailing the method used to alert of an emergency i.e., installed alarm system, whistle, or air horn etc.

### Non-ambulant Children

Non-Ambulant children in the Service will be placed in an evacuation cot and/or securely fastened in a multi-child stroller. All employees will be trained in the safe use of cots and strollers as they are required to safely push these items to the designated assembly areas during emergencies.

### Ambulant children – (children who have been confidently walking for three or more months)

Ambulant children will be informed of the need to evacuate and will be assisted by employees to make their way to the nearest and safest exit point.

Feet covers will be placed on all ambulant children, who are barefoot as soon as time permits during an emergency evacuation to protect and reduce any elements (hot or cold) to their feet.

When leaving the premises, employees will be conscious of members of the public and request of them to allow the children right of way, will monitor the scenario, re assess and then proceed.

# Emergency and Evacuation Policy.

## Evacuation Stairs

Where an evacuation route involves the use of stairs, the youngest age grouping of children will enter the evacuation stairwell first with the remaining age groupings following youngest to oldest. Employees will space themselves along the balustrading and railings to act as a physical guard and barrier between children and railings and assist children down the stairwells moving down with the children to the bottom, where possible. Follow the Service Emergency Management Plan.

Employees will sing the fire safety song every time they evacuate and during regular routines for children to learn the safest way to travel down the stairwell, adapting relevant direction left or right.

*The children on the stairs they stay to the left/right, stay to the left/right, stay to the left/right.  
The children on the stairs they stay to the left/right,  
All the way down the stairs.*

*(Actions) Hold left hand to indicate an L shape and step to the left/Lift right hand to indicate right.*

## Potential Emergency Situations

The following circumstances and guidelines for management have been identified for quick reference.

For full procedural details on each situation, refer to the Busy Bees Early Learning Emergency Management Plan (EPM) located in the Emergency Management Folder at each Service.

Emergency Situation	Process
Natural Disaster – bush fire, flood or extreme weather conditions	All instructions are to be followed and carried out according to the local Emergency Services or the Nominated Supervisor. Refer to the Emergency Management Plan.
Fire/Smoke	All instructions are to be followed and carried out according to the Nominated Supervisor. Evacuation procedures will apply. Refer to the Emergency Management Plan.
Bomb Threat	In the case of a bomb threat, a template will be used to record the conversation and children will be evacuated to the designated assembly point, unless otherwise directed by Emergency Service personnel. Refer to the Emergency Management Plan.
Potentially dangerous animal, insect or reptile	Contact local council immediately and request advice on whom to contact for removal and relocation of animal. Refer to the Emergency Management Plan.
Act of Terrorism	All instructions are to be followed and carried out according to the local Emergency Services or the Nominated Supervisor. Refer to the Emergency Management Plan.
Chemical or hazardous leaks or spills	All instructions are to be followed and carried out according to the local Emergency Services or the Nominated Supervisor. Evacuation or lockout procedures may apply. Refer to the Emergency Management Plan.
Loss of power or water	All instructions are to be followed and carried out according to the local Emergency Services or the Nominated Supervisor. Specific Emergency Services should be contacted and evacuation procedures may apply. Refer to the Emergency Management Plan.
Intruders	This policy contains information on considerations for intruders. Refer to the Busy Bees Early Learning Emergency Management Plan.
Outbreak of infectious diseases or illness	Refer to the Busy Bees Infectious Disease and Immunisation Policy, Incident, Injury, Trauma and Illness Policy, Medical Conditions Policy and procedures,

	6 <sup>th</sup> Edition Staying Healthy – Preventing infectious diseases in early childhood education and care Services, and the Emergency Management Plan.
Death of a child or adult	Refer to Busy Bees Early Learning Serious Incident procedures and the Emergency Management Plan.

Following all emergencies, employees will check that all children are accounted for and if safe to do so, return to their care environment or Service, where another check of the children will be carried out along with an age-appropriate discussion of the emergency that may have just occurred.

Counselling services will be offered to any personnel affected by emergencies at the Service.

Notification of Serious Incident to a Regulatory Authority will be made within 24 hours where Emergency Services have had to attend the Service in response to an emergency.

Any resources or equipment used to manage an emergency will be replaced or refurbished promptly.

### **Intruders and Visitors**

Employees, children, and Families at Busy Bees have the right to always feel safe. Employees will always try to be aware of anyone who enters the Service and remain vigilant to all entry points of the Service. All visitors must sign in and out of the premises and be always accompanied by an employee.

If employees, children, or Families feel threatened by any visitor that has entered the Service, they should notify the Nominated Supervisor (or responsible person on duty). Additionally, if a family member is abusive in any way, the Nominated Supervisor (or responsible person on duty) has the right to exclude the person from the Service until they believe it is suitable for the person to return.

**If any person is identified as an intruder, the Emergency Management Plan will be followed.**

### **Fire Safety**

Properly installed and maintained Firefighting and notification equipment will be tested as per Australian regulations by an authorised fire equipment maintenance service. The maintenance regime for the inspection and testing of fire extinguishers & hydrants is specified in the Australia Standard AS 1851 Maintenance of Fire Protection Systems and Equipment.

All Busy Bees employees will complete Fire Training upon induction and on an ongoing annual basis. Training needs will pertain to the individual Service.

**Ensure that this policy is read in conjunction with the Service Specific Emergency Management Plan for all procedural details.**

**If the Service has any additional Service specific emergency related policies and procedures in place, ensure they are attached to this policy.**

**AT NO TIME PLACE YOURSELF, THE CHILDREN OR OTHER PERSONS AT RISK**

# Emergency and Evacuation Policy.

## SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations \(Amended 2023\)](#)

[Education and Care Service National Law Act 2010 \(Amended 2023\)](#)

[Early Childhood Australia](#)

[Standards Australia](#)

[Fire Protection Association Australia](#)

[Australian Government Emergency Services](#)

## VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous versions
2	July 2024	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	External consultant review

This document is uncontrolled when printed and may be varied, replaced, or terminated without notice.