

# EMERGENCY AND EVACUATION

QUALITY AREA 2 | ELAA VERSION 1.6



## PURPOSE

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices, and guidelines at Denzil Don Kindergarten
- performing a risk assessment that identifies potential emergencies at Denzil Don Kindergarten
- ensuring everyone attending Denzil Don Kindergarten is aware of potential emergencies and the appropriate response.



## POLICY STATEMENT

### VALUES

Denzil Don Kindergarten is committed to:

- providing a safe environment for all children, staff, and persons participating in Denzil Don Kindergarten programs,
- having a plan to manage emergencies in a way that reduces risk to those present,
- ensuring effective procedures are in place to manage emergency incidents at the service,
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff, and others at the service,
- informing parents/carers how communication will be provided in case of emergency.

### SCOPE

This policy applies to staff, students, volunteers, and visitors, parents/carers, children, and others attending programs and activities at Denzil Don Kindergarten, including offsite excursion.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in charge day-to-day	Early childhood teachers, educators, and all other staff	Parents/guardians	Contractors, volunteers, and students
<b>R</b> indicates legislation requirements and should not be deleted.					
Ensuring the <i>Emergency and Evacuation Policy</i> and procedures are in place ( <i>Regulations 168</i> ) and known to all stakeholders ( <i>Regulations 171</i> )	<b>R</b>	√			
Taking reasonable steps to ensure that all staff, students, volunteers, and visitors follow policy and procedures and are aware of their responsibilities ( <i>Regulations 170</i> )	<b>R</b>	√			

Completing a DE Emergency Management Plan ( <i>refer to Definitions</i> ) ( <i>refer to Attachment</i> ) and attaching a copy to this policy.	R	√	√		
Ensuring the service's emergency management contact details are up to date on <a href="#">NQA ITS</a> online portal	R	√			
Conducting a risk assessment to identify potential emergencies that the service may encounter ( <i>refer to Definitions</i> ) at least 12-monthly, or as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service ( <i>Regulation 97(2)</i> ) ( <i>refer to Sources</i> )	R	√	√		
Conducting a risk assessment ( <i>refer to Definitions</i> ) of emergency evacuation routes and assembly points	R	√	√		
Ensuring any necessary updates to the emergency and evacuation policies and procedures are implemented as soon as practicable after reviewing the risk assessment	R	√	√		√
Developing instructions for what must be done in the event of an emergency ( <i>Regulation 97(1)(a)</i> ) ( <i>refer to Attachment</i> )	R	√	√		
Appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency ( <i>refer to Attachment</i> )	R				
Developing an emergency and evacuation floor plan ( <i>refer to Definitions</i> ) ( <i>Regulation 97(1)(b)</i> ) ( <i>refer to Attachment</i> )	R	√			
Ensuring a copy of the emergency and evacuation floor plan ( <i>refer to Definitions</i> ) and instructions are displayed in a prominent position near each exit and near exits that form part of the service evacuation route ( <i>Regulation 97(4)</i> )	R	√	√		
Ensuring that emergency and evacuation drills ( <i>refer to Definitions</i> ) are rehearsed and documented by everyone attending the service at least every three months. If a lockdown and evacuation response procedure are incorporated into the emergency plan, both must be rehearsed ( <i>Regulation 97(3)(a)</i> ) ( <i>refer to Attachment</i> )	R	√	√		
Ensuring that all staff, students, volunteers, and visitors are aware of emergency evacuation points	R	√	√		
Ensuring up-to-date portable emergency contact lists are held in each room within the service and that evacuation procedures state who will carry this list during evacuation	R	√	√		
Developing procedures that consider collecting children's medication and managing children's medical conditions	R	√	√		
Providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy and procedures	√	√	√	√	√
Testing alarms and communication systems regularly	R	√			
Ensuring that those working at or attending the service have access to a phone for immediate communication with parents/carers and emergency services ( <i>Regulation 98</i> ) and that emergency phone numbers are displayed.	R	√			
Identifying potential onsite hazards and taking action to manage and minimise risks ( <i>refer to Attachment</i> )	R	√	√		√

Ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting	R	√			
Ensuring the location of first aid kits, fire extinguishers, and other emergency equipment are clearly signposted	R	√			
Ensuring all emergency equipment is maintained regularly in accordance with requirements specified by regulations	R	√			
Providing a fully equipped portable first aid kit ( <i>refer to Administration of First Aid Policy</i> )	R	√			
Ensure designated emergency exits/routes are always kept clear to ensure safe exit for everyone in an emergency event.	R	√	√		√
Keeping lock-down ( <i>refer to Definitions</i> ) areas in a state of readiness so they are safe for children, staff and visitors to use	√	√	√		√
Attending regular training to ensure that they can deal with emergencies, e.g., first aid ( <i>Regulation 136</i> ), emergency management, and OHS training	R	R	√		√
Regularly reviewing, evaluating, and updating emergency management plans, manuals, and procedures (at least annually or following an emergency incident)	R	√	√		√
Developing procedures to debrief staff following emergency incidents	√	√			
Providing support to children before, during, and after emergencies		√	√		√
Conducting checks of documentation and practices to ensure all requirements of this policy are being complied with	R	√	√		√
Informing the nominated supervisor or persons in day-to-day charge or, in their absence, the approved provider or person with management and control about any serious incidents or notifiable incidents ( <i>refer to Definitions</i> ) at the service			√		√
Notifying DET in writing within 24 hours of a serious incident, change of circumstances, and/or complaints ( <i>refer to Definitions</i> )	R	√			
Completing the Incident, Injury, Trauma, and Illness Record ( <i>refer to Definitions</i> ) where required	R	√	√		√
Notifying DET within seven days of an incident that required the service to be closed or a circumstance that posed a significant risk to the health, safety, or wellbeing of a child attending the service ( <i>National Law: Section 174(2)(c); Regulations: 175(2)(b) &amp; (c), 176</i> )	R	√			
Reporting notifiable incidents ( <i>refer to Definitions</i> ) in the workplace to WorkSafe Victoria ( <i>refer to Definitions</i> )	R	√			
Where possible, engaging with Fire Rescue Victoria and/or Country Fire Authority ( <i>refer to Definitions</i> ) regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets, and escape plans	√	√	√		
Identifying staff and children requiring additional assistance in the event of an emergency ( <i>refer to Attachment</i> )	√	√	√		√

Ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date	R	R	√	√	
Ensuring that an attendance record ( <i>refer to Definitions</i> ) is completed and maintained to account for all children attending the service ( <i>Regulation 158</i> )	R	R	R	R	
Keeping a written record of all visitors to the service, including time of arrival and departure	R	R	√		
Ensuring all staff, parents/carers, children, volunteers, and students on placement understand the procedures to follow in the event of an emergency.	R	R	√	√	√
Ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures	R	√			
Ensuring all staff, parents/carers, children, volunteers, students on placement, and others attending the service are accounted for in the event of an evacuation.	R	√			
Developing procedures to deal with loss of critical functions, such as power/water shut off.	R	√			
Ensuring that children are adequately always supervised and protected from hazards and harm ( <i>refer to Supervision of Children Policy</i> )	R	R	R		
Raising children's awareness about potential emergencies and appropriate responses.		√	√		√



## PROCEDURES

Every service is different; therefore, applying a generic emergency and evacuation procedure is not practical.

We recommend you refer to the Department of Education 'The Guide to Developing Your Emergency Management Plan' (the Guide). It will take you through your plan on a step-by-step basis.



## BACKGROUND AND LEGISLATION

### BACKGROUND

*The Education and Care Services National Regulations 2011* define an emergency in relation to an education and care service as any situation or event that poses an imminent or severe risk to the persons at the service premises, e.g., flood, fire, or a situation that requires the service premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response, and recovery. Services must have policies and procedures in place detailing what needs to be done in an emergency, including an emergency and evacuation floor plan. These policies and procedures must be based on a risk assessment that identifies potential emergencies relevant to the service (*Regulation 97*).

Policy and procedures should account for various emergency scenarios. These emergencies can encompass fires, smoke, personal injuries, threats, bomb threats, suspicious mail, biohazards, chemical spills, gas leaks, floods, and other natural disasters. In such situations, evacuating or implementing a lockdown may be necessary. The policy and procedures must include comprehensive information to effectively handle all potential emergencies within each service environment. Various emergency scenarios can entail varying levels of risk and demand different responses depending on the location of the service. It is crucial to address these distinctions adequately in the policy and procedures. Every service is different, so applying generic

policies and procedures to multiple services is not sufficient. You must contextualise your policies and procedures to your service's operations and unique context.

In addition to the *Education and Care Services National Law* and *National Regulations*, service jurisdiction may have legislation regulating building facility requirements, such as workplace, health, and safety legislation, which should also be considered.

Early childhood services have a duty of care to all attending the facility, including the children, staff, volunteers, students, visitors, and contractors. It is also a requirement under the *Occupational Health and Safety Act 2004* that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

All services in Victoria are required to have an Emergency Management Plan (EMP) (*refer to Definitions*) as part of their everyday operations and are required to regularly rehearse their emergency and evacuation procedures (*Regulation 97*). They must:

- Rehearse the procedures every three months and document it,
- Involve everyone present at the service at the time of the rehearsal. This includes all staff members, volunteers, children, and the responsible person who is present at the time of the rehearsal.

A copy of the service's emergency and evacuation policy and procedures must always be available for inspection at the service premises or on request.

DET provides Emergency Management Plan Guidelines and an Emergency Management Plan template (*refer to Sources*) to assist services in developing and reviewing their EMP (*refer to Sources*). A copy should also be attached to this policy.

It is required in *Element 2.2.2 of the National Quality Standard* that your emergency and evacuation procedures are developed in conjunction with relevant authorities/experts.

## LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011, including Regulations 97, 98, 168(2)(e)
- National Quality Standard, including Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)

Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms, refer to the Definitions file of the kindergarten website.

**Emergency drill/rehearsal:** the rehearsal of an anticipated emergency scenario or event designed to help clarify roles and responsibilities, provide training, and verify the adequacy of the emergency response.

**Emergency Management Plan (EMP):** a written set of instructions for the service to prepare for and respond to emergencies.

**Emergency services:** ambulance, fire brigade, police and state emergency services.

**Evacuation floor 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, etc) from any part of a building to a safe place.

**Fire Rescue Victoria (FRV):** (previously known as Metropolitan Fire Brigade) responds to fires, complex rescues, road crashes, emergency medical calls, and hazardous chemical spills. The FRV aims to reduce the incidence and impact of fire and other emergencies on the community. This is achieved through the delivery of educational strategies that assist the community to become more self-reliant, including:

- delivering expert fire and rescue services to the community they serve
- driving systemic change to the built environment through reforms to building design, regulations, and legislation, and
- educating the community through fire prevention programs that improve community safety and build resilience.

**Hazard:** A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these

**Incident Management Team (IMT):** the incident management personnel comprising the incident controller and other personnel appointed to be responsible for the functions of operations, planning, and logistics.

**Lockdown:** A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved.

**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.

**Lockout:** a security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved.

**Risk assessment:** a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.

**Risk management:** a structured approach to managing uncertainty related to a threat; a sequence of activities including identifying, assessing, and prioritizing risks followed by coordinated and economical application of resources to minimise, monitor and control the probability and/or impact of those risks.

**WorkSafe Victoria:** Victoria's workplace safety managers. WorkSafe Victoria strives to prevent workplace injuries, illness, and fatalities, provides benefits to injured workers and helps them to return to work, enforces Victoria's occupational health and safety laws, provides reasonably priced workplace injury insurance for employers, and provides an emergency response service 24 hours per day.

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## SOURCES AND RELATED POLICIES



### SOURCES

- Community Early Learning Australia – CELA's Simple Guide to bushfire advice for children's services: [cela.org.au/2020/12/04/bushfire-advice-2020](https://cela.org.au/2020/12/04/bushfire-advice-2020)
- Department of Education, Bushfire At-Risk Register: <https://www.education.vic.gov.au/about/programs/health/pages/bushfirerisk.aspx>
- Department of Education, Emergency Management in Early Childhood Services: [www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx](https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx)
- Department of Education, Risk Assessment Template: <https://www.education.vic.gov.au/Documents/childhood/providers/support/Risk-assessment-table.docx>
- Fire Rescue Victoria: [www.frv.vic.gov.au](https://www.frv.vic.gov.au)
- Country Fire Authority: [www.cfa.vic.gov.au](https://www.cfa.vic.gov.au)
- State Emergency Service: [www.ses.vic.gov.au](https://www.ses.vic.gov.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](https://www.worksafe.vic.gov.au)

## RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment and Wellbeing
- Enrolment and Orientation
- Excursions and Service Events
- Delivery and Collection of Children
- Incident, Injury, Trauma and Illness
- Occupational Health and Safety
- Staffing
- Supervision of Children

## EVALUATION



To assess whether the values and purposes of the policy have been achieved, the approved provider will:

- review the policy to determine whether it adequately addresses a range of potential emergencies
- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly following an emergency
- review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes.
- use information gained from checks on documentation and practices and the Incident, Injury, Trauma, and Illness Record to inform proposed changes to this policy.
- revise the policy and procedures as part of the service's policy review cycle or as required by legislation, research, policy, and best practice.
- consult with emergency services, such as the FRV and CFA, to ensure the policy and procedures meet current best practices.
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).



## ATTACHMENTS

- Emergency Management Plan template: [https://content.vic.gov.au/sites/default/files/2023-06/ECS\\_EMP\\_Template\\_2023-24.docx](https://content.vic.gov.au/sites/default/files/2023-06/ECS_EMP_Template_2023-24.docx)



## AUTHORISATION

This policy was adopted by the approved provider of Denzil Don Kindergarten on 13/11/2023.

**REVIEW DATE:** 13 / NOVEMBER / 2025