

EMERGENCY AND EVACUATION POLICY

QUALITY AREA 2 – VERSION 1.7



PURPOSE

This policy provides a clear framework for managing emergency and evacuation preparedness at Denzil Don Kindergarten. It aims to:

- Support the development and implementation of specific emergency and evacuation procedures, practices, and guidelines.
- Ensure planning is informed by a comprehensive risk assessment that identifies potential emergency situations relevant to the service.
- Ensure everyone attending the service is aware of potential emergency situations and appropriate responses required to ensure safety and wellbeing.

POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child guide all decisions, actions and practices of Denzil Don Kindergarten staff.

VALUES

Denzil Don Kindergarten is committed to:

- Providing a safe environment for all children, staff and persons participating in programs at the service.
- Having a plan to manage emergency situations in a way that reduces risk to those present on the premises.
- Ensuring effective procedures are in place to manage emergency incidents at the service.
- Ensuring an appropriate response during and after emergency incidents that meets the needs of children, their families, staff and others at the service.
- Inform parents/carers how communication will be provided in the event of an emergency.

SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

Parent/Carer Responsibilities Under This Policy:

Ensure your child's enrolment record includes current emergency contact details

Read, understand and follow the service Code of Conduct at all times

Adhere to this policy and all other service policies at all times

Responsibilities: R indicates legislation requirement	Approved provider & persons with management or control	Nominated Supervisor and Person in Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Ensure Emergency and Evacuation Policy and procedures are in place (<i>Regulation 168</i>) and available to all stakeholders (<i>Regulation 171</i>)	R	✓		
Ensure copies of this policy and procedures are accessible to all staff and volunteers via the kindergarten website denzildonkinder.org.au/policies/ and, in the Policy Folder in the office	R	✓		

Take reasonable steps to ensure all service staff and volunteers follow this policy and understand their responsibilities (Regulation 170)	R	✓		
Maintain an Emergency Management Plan (EMP) (located in service office)	R	✓	✓	
Review the EMP annually and following an emergency or critical incident	R	✓	✓	
Conduct a risk assessment to identify potential emergencies at least every 12 months, or as soon as practicable after identifying risks that may affect safe evacuation (Regulation 97(2))	R	✓	✓	
Conduct risk assessments of evacuation routes and assembly points	R	✓	✓	
Implement updates to emergency and evacuation procedures as soon as practicable following risk assessments	R	✓	✓	✓
Develop procedures to manage loss of critical functions (power and water)	R	✓		
Provide training for all staff in emergency and evacuation procedures, including their roles and responsibilities	R	✓		
Provide induction so new, casual or relief staff understand emergency policies and procedures	R	✓		
Ensure all staff, students, volunteers, parents/carers and children understand the procedures to follow in an emergency	R	R	✓	✓
Ensure all staff, students, volunteers and visitors know evacuation points	R	✓	✓	
Ensure all staff participate in relevant and regular training to ensure all staff understand what to do in an emergency in regard to first aid, emergency management, OHS (Regulation 136)	R	R	✓	✓
Appoint an Incident Management Team (IMT)	R			
Display emergency evacuation floor plans and instructions prominently at each exit (Regulation 97(1)(a) , 97(4))	R	✓	✓	
Keep designated emergency exits and routes clear at all times	R	✓	✓	✓
Test alarms and communication systems regularly (security tests our alarms daily with internet connection)	R	✓		
Ensure access to a phone for immediate communication with parents/carers and emergency services, and display emergency contact numbers (Regulation 98)	R	✓		
Rehearse and document emergency and evacuation drills at least every 3 months – rotating staff that lead and support the drill – and that drills include lockdown and fire evacuation (Regulation 97(3)(a))	R	✓	✓	
Identify onsite hazards and take action to minimise identified risks	R	✓	✓	✓
Check infrastructure and equipment regularly, including emergency lighting	R	✓		
Maintain emergency equipment (e.g. extinguishers, alarms, sprinkler systems) in line with regulations and standards	R	✓		
Signpost locations of first aid kits and emergency equipment clearly	R	✓	✓	
Provide a complete portable first aid kit (see Administration of First Aid Policy)	R	✓	✓	
Keep emergency management contact details up to date on NQA ITS	R	✓		
Maintain emergency contact lists in each room and assign responsibility for carrying them during evacuation	R	✓	✓	
Ensure each child's enrolment includes current emergency contact details	R	✓	✓	
Maintain attendance records for all children (Regulation 158)	R	R	R	R
Keep a written record of all visitors (arrival and departure times)	R	R	✓	
Ensure all persons on site are accounted for during an evacuation	R	✓		
Inform the Nominated Supervisor, Centre Coordinator or relevant authority of serious or notifiable incidents			✓	✓

Notify DE in writing within 24 hours of serious incidents, changes or complaints	R	✓		
Complete Incident, Injury, Trauma and Illness Records where required	R	✓	✓	✓
Notify DE within 7 days of incidents requiring closure or posing significant risk to the health, safety or wellbeing of a child attending the service (<i>National Law Section 174 (2)(b); Regulations 175, 176</i>)	R	✓		
Report notifiable incidents to WorkSafe Victoria	R	✓		
Review and update emergency plans, procedures and manuals at least annually or after incidents	R	✓	✓	✓
Conduct checks of documentation and practices to ensure compliance	R	✓	✓	✓
Provide feedback to improve the effectiveness of emergency and evacuation procedures	✓	✓	✓	✓
Provide support to children before, during and after emergencies		✓	✓	✓
Identify staff and children who require additional assistance in emergencies	✓	✓	✓	✓
Ensure children are adequately supervised at all times and protected from hazards and harm (<i>see Supervision of Children Policy</i>)	R	R	R	
Develop procedures that consider collecting children's medication and managing children's medical conditions	R	✓	✓	

BACKGROUND & LEGISLATION

BACKGROUND

The *Education and Care Services National Regulations 2011* define an emergency as any situation or event that poses an imminent or severe risk to persons on the service premises, such as a flood, fire, or a situation requiring lockdown.

Comprehensive emergency management includes prevention, preparedness, response and recovery. Denzil Don Kindergarten has policies and procedures that specify required actions in an emergency, including an emergency and evacuation floor plan. These policies and procedures are based on a risk assessment that identifies potential emergencies relevant to the service (*Regulation 97*).

The policies and procedures address a range of emergency scenarios, including fires, smoke, personal injuries, threats, bomb threats, suspicious mail, biohazards, chemical spills, gas leaks, floods and other natural disasters. These situations may require evacuation or lockdown. The policy includes clear and detailed information to manage potential emergencies within the service environment.

Denzil Don Kindergarten has a duty of care to children, staff, volunteers, students, visitors and contractors attending the service. The *Occupational Health and Safety Act 2004* also require the service to provide a safe and healthy environment for all persons accessing the service.

Denzil Don Kindergarten has an *Emergency Management Plan (EMP)* and rehearses emergency and evacuation procedures regularly (*Regulation 97*). The EMP is available in the service office and is reviewed annually.

Lockdown and evacuation drills occur every three months. Timing is rotated across different days to ensure all staff and children participate in drills, including leading them (staff only). Element 2.2.2 of the *National Quality Standard* requires the service to develop emergency and evacuation procedures in consultation with relevant authorities and experts.

LEGISLATION & STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010c (including section 167)
- Education and Care Services National Regulations 2011 including Regulations 97, 98, 168(2)(e), 170, 171, 172
- 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
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms, see the Definitions File located online: <https://denzildonkinder.org.au/policies/> OR in the Policies Folder in the kindergarten office.

Critical incidents: events requiring planning and response, such as child abuse, medical emergencies, mental stress, data breaches or missing persons.

Emergency Management Plan (EMP): a plan that specifies how the service will prepare and respond to an emergency.

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

SOURCES & RELATED POLICIES

SOURCES

- [Community Early Learning Australia – CELA’s Simple Guide to bushfire advice for children’s services](#)
- [Department of Education, Emergency Management in early childhood services](#)
- [Department of Education, Risk Assessment Template](#)
- [State Emergency Service](#)
- [WorkSafe Victoria](#)

RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment and Wellbeing
- Enrolment and Orientation
- Excursions and Service Events
- Dealing with Medical Conditions
- 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, we will:

- seek feedback from all parties affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service’s policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

PROCEDURES

- NIL

ATTACHMENTS

- NIL

AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 29/06/2026.

REVIEW DATE: 29 June 2028