



Emergency and Evacuation Policy

Policy Number: 13

Date Updated: 11/2/26

Rationale and Policy Considerations

All children, employees and contractors within the service have a right to a safe environment that is free from hazards that may cause harm or injury. The service has a duty of care to respond effectively to accidents and emergencies that occur at the service.

Scope

This policy is written for children, families, educators and visitors of Lifestreamers Early Learning.

Most relevant policies and procedures

- Occupational Safety and Health
- Supervision
- Risk Assessments

Policy Statement

The education and care service aims to provide a safe environment in which children may play in and explore their world free from harm. If an emergency or natural disaster occurs at the service the children and educators will be well practiced in the required procedures to ensure, as much as possible, the safety and well-being of each person present.

Policy Principles

- The emergency evacuation floor plan and instructions will be clearly displayed near the main entrance and exit in each room and is to be followed by the nominated supervisor or educator in the event of fire, natural disaster or other emergency.
- A risk assessment to identify potential emergencies that are relevant to the service will be conducted and reviewed annually.
- Families will be provided with a copy of the emergency evacuation procedures on request.
- Each educator will be provided with a copy of the emergency procedures.
- All new educators will be made aware of the secret emergency code for evacuation into the centre.

Emergency Drills

- Evacuation drills and lockdown drills involving educators and children will be practiced every two months, randomly without warning and at different times of the day.
- Leadership will nominate an educator to run each drill and ensure they are familiar with the procedure beforehand.
- An emergency drill will be done within two months of a new educator starting at the centre.
- A record of each drill of emergency procedures will be made on an **Evaluation of Emergency Evacuation Drills form**, and retained for a period of 3 years from the day on which the record was made.
- Issues identified during drills will be addressed

Evacuation of the Centre

- Evacuation out of the service may be for any reason including but not limited to gas leak, fire, snake, unwelcome visitor, intruder, or earthquake.
- The service's evacuation plan will include:
 - The determination of a safe assembly area, away from the building and access areas for emergency services, with its own escape route.
 - A second stage assembly area will be identified in the event that the first assembly area becomes unsafe.
 - Unobstructed routes for leaving the building which are suitable to the ages and abilities of the children. (Special consideration must be given to the evacuation of children with disabilities.)

- The setting up of an emergency bag which is stored in an easily accessible place and includes items such as first aid kit and nappies etc.
- Nominating who will collect the emergency bag and once at the assembly area check the roll and connect teams to ensure that all children and educators are present.
- Maintaining a current list of emergency services contact numbers and nominating who will be responsible for phoning the relevant service.
- Determining who will check the building is empty and close all doors and windows to contain the spread of fire.
- How the children will be supervised at the assembly area.

Fire

- The service will comply with any relevant fire safety requirements of the appropriate Fire and Emergency Services Authority.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444.
- Educators will only attempt to extinguish fires when all of the following is assured:
 - the children have been evacuated from the room;
 - there is no danger to the person who will operate the extinguisher;
 - the fire is very small;
- When the emergency services arrive the nominated supervisor or educator will inform the officer in charge of the nature and location of the emergency and of any missing children or educators.
- No-one will re-enter the building until advised it is safe to do so by the officer in charge.

Evacuation into the Centre

- Evacuation into the service may be for a variety of reasons including but not limited to bee swarm, rioting, snake, threatening person.
- Where a situation arises which requires the bringing of the children into the service in order to secure their safety, the nominated supervisor/educators will:
 - Remain calm
 - Using agreed code to alert all other educators of the need to bring children into the service. Only use a whistle for emergencies not involving aggressive or unwelcomed visitor evacuations;
 - If outdoor, gather children together into the gym with the door closed, in a safe and non-hurried manner and with emergency bag and mobile phone. Once everyone is together, the nominated supervisor or an educator will check the roll and roster to ensure that all educators and children are present;
 - If it is unsafe to move to the gym, children will be ushered into the Joey's sleep room and the doors closed and locked;
 - If indoor, Joeys and Wombats will be ushered into Joey's sleep room, Kookaburras into the gym.
 - Educators will quietly and quickly walk around to lock windows to secure the building;
 - The nominated supervisor or an educator will contact the police to advise them of the situation, including information about any missing children or educators;
 - The door should remain locked at all times until advised it is safe to do so by Nominated Supervisor or Authorised person with a swipe to get into the gym.

Critical Incident Management

- Any unwelcome, violent or abusive visitor or intruder (including anyone adversely affected by alcohol or drugs) will be calmly asked to leave the service. Refusal to leave will necessitate the nominated supervisor or educator calling the local police for the removal of the unwelcome visitor. Educators will not at any time try to physically remove an unwelcome visitor. The service will establish a **Risk Management Response Plan** that will isolate children and educators from a violent or abusive visitor or intruder, until such a time as the police arrive to take control of the situation. The plan will include a warning signal that will alert all educators to the danger of the situation.

Procedures

FOR DISCOVERY OF FIRE:

1. Remove all children from the immediate danger area. If possible, close doors to contain fire
2. Blow whistle continually until it is confirmed that everyone has heard. Whistles are located at emergency points. Ensure kitchen team have been notified of fire.
3. All educators will assist children to move to designated areas

Fire in the kitchen, auditorium, cafe or office

1. If indoors, children to hold the rope, walk out through the door facing Murray Street and assemble on the corner of Murray Street and McNabb Loop
2. If in Kookaburra rooms or gym, walk out through gate at end of verandah and assemble on the corner of Murray Street and McNabb Loop
3. Ropes, keys and emergency bags are located on the walls near exit doors
4. Responsible Person to ensure they have the RP phone with them
5. If outdoors, children are to go through the playground gate and move to the corner of Murray St and McNabb Loop or to the main car park
6. Educators are to check that all children are out and if safe to do so, close any doors/windows and collect emergency bag (do not go back into the fire area to collect these)
7. Call fire brigade from the Manager's office if safe or use RP phone

Fire in the gym, playground or rooms

1. If indoors, move to foyer, children to hold the rope and walk outside to the main car park
2. The fire rope is located on the wall near the playground
3. If outdoors, children are to go through the playground gate and move to the corner of Murray St and McNabb Loop or to the main car park
4. Assign an educator to check all children are out, close all windows and doors and collect emergency bag located at the wall if it is safe to do so
5. Call fire brigade from the Manager's office if safe or use mobile

NO-ONE IS TO RE-ENTER THE BUILDING UNTIL ADVISED IT IS SAFE BY HEAD PERSON.

Fire extinguishers are located on the kitchen wall and should only be used if safe to do so once children have been evacuated and by someone who is familiar with the use of them. The fire blanket is located on the wall above the fire extinguisher in the kitchen and should be used for small fires and for wrapping children where fire poses a danger.

FOR SITUATIONS REQUIRING LOCKDOWN

- If indoor, Joeys and Wombats to gather in the Joey's sleep room
- Latch the Joeys main room door and the door between the sleep room and Wombat's room
- Kookaburras will adjourn to the gym
- If outdoors, all children to adjourn to the gym
- Ensure blinds are down and doors are locked
- The doors should remain locked at all times until advised it is safe to do so by Nominated Supervisor or Authorised Person with a swipe to get into the gym or with an approved passcode.

Severe weather/storms and flooding

1. Prepare for storm by packing away outdoor equipment
2. Secure windows (close blinds) and external doors. If necessary, tape windows and glass entrances
3. Remain calm
4. Stay indoors, the safest place is in the auditorium or gym
5. Disconnect electrical equipment – cover and/or move equipment away from windows
6. Report any damage to the Manager and evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm/flood
7. Report and notify incident to Education and Care Regulatory Unit for further guidance to ensure continuity of care for children

Earthquake

1. Remain calm
2. If indoors, shelter in doorways or under tables in corners away from windows
3. If outdoors, open spaces are considered the safest
4. After quake, check for injured people – do not move them unless there is risk of further injury by leaving them where they are
5. Survey pathway to evacuation area and, if safe, move children to designated area as per emergency evacuation procedure
6. Report any damage e.g. building, gas, electricity or water to head person

Bomb threat

1. Notify office who will contact police
2. Prepare educators to evacuate the building
3. Check that exit paths and assembly areas are safe
4. Direct educators to collect iPad's and emergency bag
5. Wait for police

Related Legislation and Documents

- Education and Care Services National Law (WA) Act 2012
- Education and Care Services National Regulations (WA) 2012
- National Quality Standard for Early Childhood Education and Care and School Age Care
- Early Years Learning Framework for Australia

Document History

Version	Date updated
Emergency and Evacuation Policy	10/13
Emergency and Evacuation Policy	6/3/14
Emergency and Evacuation Policy	9/7/15
Emergency and Evacuation Policy	5/3/16
Emergency and Evacuation Policy	19/9/18
Emergency and Evacuation Policy	28/10/19
Emergency and Evacuation Policy	24/10/22
Emergency and Evacuation Policy	6/2/23
Emergency and Evacuation Policy	13/3/24
Emergency and Evacuation Policy	4/6/25

