Emergency and Evacuation Policy:

POLICY STATEMENT:

Grays Point Activity Centre (GPAC) will aim to always provide an environment that ensures the safety and wellbeing of the children ("*My Time, Our Place"*). All children and Educators will be aware of and practised in Emergency and Evacuation Procedures. In the event of an emergency, natural disaster or threats of violence these Procedures will be immediately implemented. In implementing the practise sessions of Emergency or Evacuation Procedures with children, Educators will encourage children to discuss possible scenarios where Emergency and Evacuation Procedures may be required and support children to come up with solutions and ideas for improving on the Procedures or discussing ways to avert emergency situations (*"My Time, Our Place"*). Educators will involve children and young people, in developmentally appropriate ways, in discussions about emergency preparedness. Children will be supported to understand emergency procedures, ask questions, contribute ideas and provide feedback following rehearsals. Opportunities for older children to access and use the written Emergency and Evacuation Procedures to orientate new children prior to an Emergency or Evacuation Drill will be provided by Educators on a regular basis prior to carrying out the Emergency or Evacuation Drill (*"My Time, Our Place"*).

PROCEDURES:

- A Risk Assessment will be conducted by Educators and management annually to review and refine Emergency Procedures.
- Emergency Evacuation Procedures and floor plans will be clearly displayed in a prominent position near the main entrance and exit of GPAC's building.
- All Educators will be informed of the Procedure and their specific duties identified in their orientation to the Service. Educators will make arrangements as to duties undertaken in the absence of other Educators.
- Educators will discuss the Emergency and Evacuation Procedures with the children and the reasons for practising the drills for to each emergency drill or evacuation being undertaken. Following each drill, children should be reassured, and their suggestions and comments welcomed for how the drill might be improved to provide them with a sense of control and understanding of the process.
- Children and Educators will practice the Emergency and Evacuation Procedure at least once every three months. Best practice is to complete a drill twice a term, in all types of care, before school, after school and at least once during Vacation Care.
- All emergency and evacuation drills will be recorded with date, time and length of time it took to leave building. Additional comments on recommendations for improvements can also be included in the Emergency and Evacuation Rehearsal Record.
- Drills will be conducted more regularly when there are new children.
- Families will be informed of the Procedure and assembly points in the Family Handbook.

- No child or Educator is to go to their bags to collect personal items during an emergency or evacuation drill. This would lead to confusion and delays, in the event of an actual emergency or evacuation. The exception would be if safe to do so an Educator would take the hearing impaired children's bags, labelled near our entry door.
- The Service will maintain a fire blanket and smoke detectors and have them checked regularly as per the manufacturer's instructions.
- Fire extinguishers will be installed in accordance with Australian Standard 2444 and maintained in accordance with Australian Standard 1851.
- Educators will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety, and they feel confident to operate the extinguisher and all the children have been evacuated from close proximity.
- Educators should be aware of bush fire danger and if relevant have appropriate training on the necessary Procedures***. SERVICES IN BUSH FIRE PRONE AREAS MUST HAVE PROCEDURES/PLAN.***
- *The Local Fire Authority should be contacted for advice and training on fire safety and this plan included in your Procedures.*

Example Plan - The evacuation plan will include:

- ✓ *Routes of leaving the building suitable for all ages and abilities. These should be clearly mapped out.*
- ✓ *Plan of where the fire extinguishers are located displayed in a public place.*
- ✓ *A safe assembly point away from access of emergency services.*
- ✓ *An alternative assembly area in case the first one becomes unsafe.*
- ✓ *List of items to be collected and by whom.*
- ✓ *List of current emergency numbers.*
- ✓ *Educator's duties in the emergency.*

Educators will be nominated to:

- ✓ *Make the announcement to evacuate, identifying where and how.*
- ✓ *Collect children's attendance records and families contact numbers.*
- ✓ *Collect emergency services numbers.*
- ✓ *Make the phone call to 000 or other appropriate service, management and families as required.*
- ✓ *Collect the First Aid Kit, emergency and medical bags.*
- ✓ *Check that the building and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire.*
- ✓ *Supervise the children at the assembly area and take a roll call of children. Educators should be aware of any visitors.*

When the emergency service arrives, the Responsible Person will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.

No one should re-enter the building until the officer in charge has said it is safe to do so.

All phones including your personal phones should have the **Hazards Near Me App** on it

Please refer to our:

Emergency and Evacuation Procedure for Staff and Lockdown Procedure for Staff maintained in the GPAC Safety Folder

In the event that the Fire Rating is Catastrophic, Grays Point Public School and our Service will be closed. We will re-open when teachers and students return to Grays Point Public School (GPPS) or when advised by the Department of Education.

IMPLEMENTATION:

The Emergency and Evacuation Policy and Procedures contained within this Policy are intended for implementation during the following anticipated situations:

- General Emergency Procedure – Evacuation
- General Emergency Procedure - Lockdown
- Specific Emergency Evacuation or Lockdown Procedures in the following events;
  - Bomb or other threat in neighbourhood
  - Catastrophic Fire Ratings
  - Bush Fire: Evacuation
  - Bush Fire: Lockdown fire front approaching
  - Bush Fire: Lockdown ember attack.
  - Relocation due to fire or other damage.
  - Centre Fire: Evacuation
  - Earthquake
  - Severe storm
  - Medical emergency
  - Flooding/water damage
  - Gas leak
  - Chemical and hazardous substances spills
  - Power failure
  - Armed hold up
  - Nuclear radiation fallout
  - Civil disorder and illegal occupancy
  - Out of hours arrangements
  - Aggressive/threatening child, guardian or visitor onsite
  - Regular drill Procedures

The Procedures contained within this Policy are to be utilised as a general reference guide. Directions provided to the Centre by Emergency Services personnel will supersede the Policy.

In all emergency's if our children with hearing impairments are attending GPAC, please try and take their personal bags which are hung on specific hooks near the exit doors. Their bag contains spare batteries for their cochlear implants. It is not an essential item to take but may be required if evacuated for a long period and their batteries require replacing. At all times an Educator can communicate with them directly.

Children requiring communication, hearing, medical or other disability-related supports
The Service will identify emergency supports required for individual children as part of their enrolment information, Risk Assessment and emergency planning.

Where practicable, essential disability-related equipment, medication and communication supports will be included in the emergency evacuation plan and stored so that they can be accessed without delaying evacuation.
Educators must not delay evacuation or place themselves or children at risk to retrieve personal belongings or equipment.

General Emergency Procedure - Evacuation

- Responsible Person or their delegate to raise the alarm – Blow whistle/hooter with 3 short bursts
- Ring 000.
- Centre will put Emergency Procedure into practice
    - If possible collect Evacuation Bag, Emergency Contact Details, First Aid Kit, medications, sign in and out sheets for children, staff and visitors, kiosk iPad and Centre Emergency Mobile.
    - Gather all children together at point of assembly as per Centre specific evacuation plan.
    - Perform roll call utilising sign in/out sheets. Ensure that children are sighted by an Educator and that all Educators, contractors and visitors are present.
- Act upon advice provided by the Emergency Services and the Responsible Person. i.e. relocation to evacuation site, re-enter to Centre.
- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

General Emergency Procedure – Lockdown

- Responsible Person or their delegate to raise the alarm – inform each staff member on site. Use our code via Walkie Talkie "LD".
- Ring 000 (if deemed necessary)

The lockdown area may change due to the reason of the lockdown. Sometimes the children may be in lockdown in various areas with Educators depending on the urgency and reason. Make the safest decision on where to house the child as it may be the office, another classroom etc. depending on which is safer. If possible and the safest choice with enough warning gather all children together in the GPAC Centre or School hall.

- If external to the Centre collect Evacuation Bag, Emergency Contact Details, First Aid Kit, sign in and out sheets for both staff and children, children's medical bags, Centre Emergency Mobile if possible.
- Gather all children together in the GPAC Centre or School hall.
- Perform roll call utilising sign in/out sheets or kiosk iPad. Ensure that children are sighted by an Educator and that all Educators are present.
- Close and lock all external doors and windows. If safe to do so close the blinds. Turn off all fans, air-conditioning and all cooking equipment (if safe or possible to do so). Responsible Person or their delegate to disarm the alarm using the keypad.
- Fill all sinks, buckets and bins with water (if possible).
- Remove curtains, cross-tape windows and move furniture clear; (if possible)
- As the main fire-front arrives, all Educators and children should be located within one room, away from windows, while it passes (usually 5 to 15 minutes).
- If any part of the premises are alight and can't be extinguished, move to areas that have already burnt if safe to do so. Remain on burnt ground, contact 000 and wait for help.
- Provide updates to the Centre Manager throughout the emergency.
- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

Bomb threat or other threat in neighbourhood

- If you receive a bomb threat, take notes as the call proceeds. Note the exact wording of the threat. Ask questions. If possible use the 'bomb threat checklist'.
- Treat all bomb threats seriously.
- DO NOT hang up after the call ends, leave phone off hook.
- Alert Responsible Person; who shall decide upon the level of search to be conducted.
- Contact the Police.
- WAIT for instructions. It is not always the best option to immediately evacuate.
- When you are told to evacuate, ensure that you take ALL personal belongings with you (only possessions that you had on person at time of threat). This shall assist in the location of foreign objects that may have been planted.
- Alert the Centre Manager or Responsible Person; if you see anything suspicious in the area.
- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

Bush fire - Catastrophic Fire Rating

Staff to be aware of current bushfire warnings for their area. https://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans

Centre Manager or Responsible Person to inform members of the Management Committee if we are informed of a Catastrophic Fire Rating.

Centre Manager or Responsible Person to remain in regular contact with Management Committee, Grays Point Public School and the RFS.

If advised that the rating is Catastrophic, then all Procedures as per below are to be followed:

- The Director Educational Leadership Port Hacking and school Principal advised that in the event of an Extreme Fire Rating our Service will operate. The Centre Manager or Responsible Person will discuss conditions with the Principal in conjunction with the Rural Fire Service and decisions made based on this information. If it is advised that the rating is Extreme moving towards Catastrophic or with Catastrophic conditions, then all Procedures as per item (2) below are to be followed. If it is advised that the rating will remain on a lower level of Extreme then we will remain on high alert and remain in contact with Rural Fire Services.

  Families will have to make arrangements to pick up their children from GPPS School or the Centre in times of Vacation Care or Pupil Free Days.

- In the event of a Catastrophic Fire Rating being declared by the Rural Fire Service –
  - Grays Point Public School will be closed.
  - Families will be notified a day prior from Grays Point Public School (GPPS).
  - The Team Leader and Centre Manager will be included in the School email to ensure all staff are informed.

Bush Fire: Evacuation

- Staff to be aware of current bushfire warnings for the area. If staff are aware of a bushfire in their area or concerned regarding possibility of a bush fire in their area (i.e. smell of fire, sight of smoke) they are to contact Sutherland Rural Fire Control Centre on 8508 4040 immediately to confirm.
- Staff to inform Sutherland Rural Fire Control Centre that they are an OSHC Centre located in the area and request possible direction.

- Responsible Person to ring the Centre Manager and President of the Management Committee to update on current plan.
- If unable to make contact, contact another Committee member.
- Responsible Person to remain in regular contact with management where possible throughout evacuation.
- If no contact can be made with Emergency Services (000 or 1800 679737) or Committee members, use channel 5 or 35 on walkie talkies to raise the alarm.
- If it is advised that the safest option is to evacuate by Emergency Services then the Centre must prepare the children for evacuation. Staff should at no time over-ride advice provided from Emergency Services.
    (a) Collect the Emergency Evacuation Bag, emergency contact details, First Aid Kit, Asthma and Anaphylaxis medication sign in and out sheets, Centre Emergency Mobile if possible.
    (b) Gather all children together at point of assembly as per Centre specific evacuation plan.
    (c) Perform roll call utilising sign in/out sheets. Ensure that children are sighted by an Educator and that all Educators are present.
    (d) Educators to lead children to the evacuation assembly safety point outside Centre grounds. Refer to the Centre specific evacuation plans for details.

If it is agreed to evacuate as the safest option, we move to Grays Point Girl Guide Hall at 114 Grays Point Road. Our path is via Warren Road, so we need to ensure this is the safest path at the time of the emergency.

If RFS or the Department of Education advise to completely move out of Grays Point we evacuate by calling U Go Mobility Bus Service to Gymea Tradies Club, 57 Manchester Road, Gymea.

- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

Bush Fire: Lockdown - Fire front approaching
SCHOOL HALL IS PREFERENCE (AND IF SAFE TO DO SO) for Bush Fire Lockdowns
The option to lockdown with a fire front approaching should ONLY be made if the opportunity to evacuate does not arise. This Policy and the Procedures contained within, aim to ensure that the Centre is not in the position to stay and lockdown, however circumstances beyond control may lead to this. GPAC staff should ALWAYS follow advice from Emergency Services.
For immediate Fire Danger (smoke/fire) call Emergency Services on 000.

- Contact NSW Rural Fire Service on 9520 4040 or Sutherland Rural Fire Control on 8508 4040 don't assume that the Fire Service knows;
- Responsible Person to ring the Centre Manager and President of the Management Committee.
- If unable to make contact, contact another Committee member.
- Responsible Person to remain in regular contact with management where possible throughout evacuation.
- Ring the School Principal or nominated representative from the Department of Education.
- Prepare children for possible evacuation and perform lockdown in the School hall if safest place.

Bush Fire: Ember Attack
If under threat of an ember stack the Service may be requested to lock down in the GPPS School hall or Activity Centre rather than evacuate for safety reasons.

GPAC should ALWAYS follow advice from Emergency Services.

1. Responsible Person to ring the Centre Manager and President of the Management Committee.
2. If unable to make contact, contact another Committee member.
3. Responsible Person to remain in regular contact with management where possible throughout evacuation.
4. Prepare children for possible evacuation and perform lockdown.

Fire

- Responsible Person or Educator who witnesses fire first to raise the alarm – Blow whistle/hooter with 3 short bursts, followed by a space, then repeat.
- DO NOT attempt to extinguish the fire yourself unless you have been adequately trained.
- Rescue any person/s in immediate danger.
- Ring 000.
- Notify the Centre Manager and President of the Management Committee.
- Close doors to contain the fire as you leave the area.
- Centre will put Emergency Procedure into practice.
- Collect Emergency Evacuation Bag, emergency contact details, First Aid Kit, medications, staff and visitors sign in and out sheets, kiosk iPad children sign in records, Centre Emergency Mobile if possible.
- Gather all children together at point of evacuation as per Centre specific evacuation plan.
- Perform roll call utilising sign in/out sheets. Ensure that children are sighted by an Educator and that all Educators, visitors and volunteers are present.
- Act upon advice provided by the Emergency Services i.e. relocation to evacuation site, re-enter the Centre.
- If unable to re-enter Centre, and on advice of Emergency Services, contact children's carers to arrange collection.
- Act upon advice provided by the Emergency Services.
- Continue to update the Committee regarding the situation. If relocation occurs ensure that the Relocation of Centre Procedure (as per below) is followed.
- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

Relocation due to Fire or other damage

In some cases we may need to conduct a planned relocation due to damage at our Centre. At this stage the Management team will discuss whether relocation or closure will occur.

In the event of re-location, the following Procedure should be undertaken:

i. All parents to be contacted to advise the relocation of children.
ii. Depending on the number of children attending the Centre, a safe relocation will be decided upon. This may consist of the GPPS hall, the Grays Point Girl Guide Hall, Tradies Club Gymea, or another facility or community centre.
iii. Responsible Person to ensure all children to be relocated have signed permission forms for the relocation. Risk Assessment for relocation sites to be undertaken and made available for families and Educators.
iv. Submit to the Department of Education and Communities Notification of Incident Form NL01 to alert them of the relocation of the Centre.
v. Responsible Person to ensure the following is taken with the relocated children and Educators:
    a. Medication plans and relevant medications
    b. Emergency contacts
    c. Risk Assessment of relocation
    d. Children's sign in and out sheets and roll call.

Nuclear radiation fallout

- If you are warned of nuclear radiation fallout move all personnel inside the Centre.
- Close external doors and windows.
- Turn off fans, air conditioning and gas flames, cooking appliances. The objective is to stop radiation from entering the premises.
- Close all external doors and windows and close blinds. Seal all door gaps with towels or other suitable material. Responsible Person to disarm the alarm using the keypad.
- Remain in the Centre until you receive information from the Police, or from radio or television. DO NOT evacuate unless you are requested to do so by Emergency Services; and information shall be broadcast by radio on 2SSR FM (99.7 on the FM band).
- Responsible Person to ring the Centre Manager and President of the Management Committee.
- If unable to make contact, contact another Committee member.
- Responsible Person to contact Emergency Services and keep the centre informed.
- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

Earthquake

- If you are inside a building, STAY THERE.
- If inside avoid outer walls and windows and, if possible, take cover under an internal door frame or table.
- If you are outside, KEEP CLEAR of buildings, power lines, trees and anything that may collapse or fall.
- When the quake has stopped, remove yourself from any immediate danger like power circuits or loose debris.
- Wait/contact for instructions from the Responsible Person or the next in charge or authorised person.
- Aftershocks could occur so ensure the evacuation area is clear of possible hazards.
- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

Severe storms

- If aware of the storm approaching prepare yourself and the Centre to remove as many possible hazards such as loose materials that can be blown around or electrical equipment that could get wet.
- Warn staff and children on the premises of approaching storm.
- If possible scan media for information.
- Be alert during the storm.
- Stay inside and shelter clear of windows.
- If you are outdoors, find emergency shelter.
- Remain vigilant after the storm.
- Check GPAC building and parts of the School we utilise for damage if safe to do so.
- Beware of fallen power lines, damaged buildings, trees and flooded drains; and
- Check trees near your building for damage and stability.
- Recomplete a Hazard Check.
- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

Medical emergency

- Remain calm.
- Ring 000.

- If possible send someone to get a First Aider.
- Notify the Responsible Person, so efforts can be coordinated.
- If a person's life is in immediate danger help the person to the best of your ability until assistance arrives.
- Stay until the Ambulance arrives, as you may have to provide information on the person's condition and about what happened.
- Responsible Person to coordinate Ambulance/Emergency Service arrival. Have an appointed staff member provide the details of the patient to the Emergency Service – name in full, DOB, medical information known and emergency contact details. Responsible Person or Centre Manager to do a debrief with all involved and check on their wellbeing and debrief.

Flooding/ water damage

- DO NOT enter a flooded area until you are sure the electricity has been switched off.
- Prevent others from entering the area.
- Advise Responsible Person to arrange electricity to be switch off;
- Turn off water at source if possible.
- If available and considered useful, local spill kits should be used to restrict the flow of water.
- Isolate area by closing doors.
- Evacuate only if it is safe to do so.
- Don't move people from safety to danger! Flood waters are unsafe, and evacuees should not walk through water.
- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

Gas leak

- Ensure there are no naked flames and no smoking within the area.
- Do not allow electrical equipment to be operated within the area.
- Isolate the area if possible and prevent entry if safe to do so.
- Ventilate the area.
- Ring 000.
- Advise the Responsible Person.
- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

Chemical and hazardous substance spills

- Evacuate people from the affected area to a well ventilated area.
- Isolate the area, if possible, and prevent further entry.
- If you are trained, use spill kit to contain spill if possible.
- Call Poison Hotline if necessary, on 13 1126.
- Access our Safety Data Sheets folder for reference.
- Advise the Responsible Person and inform them of the exact location and nature of the spill, and whether any first aid is required.
- If trained, use spill kit to clean up; and
- If a large spill has occurred phone 000.

Power failure

- Determine if power failure is only affecting GPAC. GPPS or the surrounding community area as well;
    - If internal contact Responsible Person.
    - If external contact Energy Australia energyaustralia.com.au Ph: 133466;
- Turn off any power appliances that have an element at power point.

- Leave one light switch turned on to indicate if power comes back on and turn off all other light switches.
- Keep movement of children and Educators in dark areas to a minimum.
- Only evacuate if staying in building is causing distress to people such as air conditioning not working for extended periods.
- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

Armed hold up

- Stand still - Identify the situation. Keep your hands where they can be seen and do not make any sudden or quick moves. Stand slightly side on to the robber (a submissive position). Ensure the children are safe, remaining calm, trying similar instructions to our Lockdown Procedures.
- Obey the robber's instructions - Do exactly what you are told. Allow the robber(s) to leave. The sooner they leave the safer you shall be.
- Remain calm and quiet - Speak only when spoken to. Avoid shouting or provoking the robber(s). Be submissive and avoid drawing attention to yourself. Avoid staring at the robber(s) and/or making direct eye contact.
- Observe, only if you can - make a mental note of the robber's appearance including hair colour, height, weight, clothing, race, age and type of weapon (assess height markings on the doorway). Look for identifying characteristics including scars, tattoos and speech patterns. If it is safe to do so, write down the license number and the make, model, colour and year of the get-away vehicle.
- Stay out of the danger area – The robber(s) is/are in control - Do not try to outsmart them. During the hold-up, do not investigate out of curiosity or bravado.
- Stay where you are. Do not chase - leave this to the Police. Lock the door and if safe to do so observe the direction of departure and getaway car details.
- Call the Police - When it is safe call the Police. Phone 000. Make a full report to the Police before discussing the hold-up with other employees; and
- Seal off the hold-up area - Evidence must not be touched. Any interference may destroy vital clues.
- Responsible Person to ensure the completion of a written evaluation of the incident. Complete our internal Emergency and Evacuation Rehearsal Record as well report to ACECQA if necessary.

HARASSMENT AND THREATS OF VIOLENCE

If a person/s known or unknown to the Service harasses or makes threats to children or Educators at the Service, or on an excursion, Educators will:

- Calmly and politely ask them to leave the Service or the vicinity of the children.
- Be firm and clear and remember your primary duty is to the children in your care.
- If they refuse to leave, explain that it may be necessary to call the Police to remove them.
- If they still do not leave, call the Police.
- If the Responsible Person is unable to make the call to the Police, another Educator should be directed to do so. Educators should liaise with team members in advance to determine a code phrase that will alert another team member to a threat situation arising and prompt them to contact Police. GPAC currently uses "LD".
- Where possible, Educators must endeavour to calmly move the children away from the person and this may be achieved quickly with the use of another code phrase that will encourage word of mouth transmission between children to move quickly from the area to another safer environment without causing them alarm (as an example, the reminder to a child that ice cream is being served today at a specified location for all children).

- No Educator should attempt to physically remove the unwelcome person but try to remain calm and keep the person calm as far as possible and wait for the Police.
- Educators should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the Service.

THE AUSTRALIAN WARNING SYSTEM (AWS)

The Australian Warning System (AWS) is a nationally consistent, three-tiered approach designed to make warnings clearer and lead people to take action during emergencies like bushfire, flood, storm extreme heat and severe weather. The warning system comprises of levels, action statements, hazard icons, colours and shapes. https://www.ses.nsw.gov.au/about-us/our-warnings/

The three warning levels are:
Advice (Yellow): An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Monitor conditions.
Watch and Act (Orange): There is a heightened level of threat. Conditions are changing and you need to start taking action now. Prepare to leave/evacuate. Do not enter flood water.
Emergency Warning (Red) : An Emergency Warning is the highest level of warning. You need to take action immediately. Leave/evacuate (immediately by am/pm/hazard timing.

When there is an Emergency Warning, educators need to prepare for possible emergency evacuation and implement the Procedures effectively to ensure the safety of all children, staff, families and visitors in the Service.

RESPONSIBILITY

Nominated Supervisor / Responsible Person

- The Nominated Supervisor of a Service must keep up to date, a written plan and evacuation floor plan for fire and other emergencies. A copy of the plan must be displayed on the premises of the Service and at each main exit from the building.
- Ensure Fire Extinguishers are serviced inline with Regulations.
- To contact Centre Manager and the President of the Management Committee during an emergency and/or evacuation and keep as up to date as possible.
- Ensure smoke detectors are serviced and maintained.
- Ensure a Fire Blanket is readily accessible in the kitchen, that is checked regularly.
- Ensure that Educators practice and discuss Emergency Procedures with children and other staff for the Service once every three months, so that they and the children are prepared for emergencies. These trial Procedures should consist of both Emergency and Evacuation, and Lock Down Procedures and be performed across one before school session and one after school session to ensure different staff and children can be exposed to the drill practices as well as Vacation Care.
- Complete our internal Emergency and Evacuation Rehearsal Record evaluation record of each trial evacuation/lockdown Procedure taking place at the premises. Emergency rehearsal and incident records will be retained for the period required by the National Regulations and the Service's Record Keeping and Retention Policy. These records must be discussed at staff meetings, with any changes required put into practice.
- Ensure that our Emergency Evacuation Bag contains as a minimum the following:
    - Pen and paper
    - Fire Evacuation Procedure
    - Key safe code for Grays Point Girl Guide Hall.
    - Gloves
    - Charged Emergency Mobile Phone
    - Torch
    - Master key for GPPS premises.

- First Aid Kit, Asthma and Anaphylaxis medication, all children's medication on hand and EpiPens.

Ensure that there are emergency supplies/provisions at Grays Point Girl Guide Hall including:

- Key safe with keys to access the toilets.
- Cups and water.
- Appropriate emergency food supplies suitable for the children attending, including consideration of allergies, dietary requirements and medical needs.
- Tissues.
- Hygiene products and change of underwear.
- Small First Aid Kit/supplies

These supplies should be recorded on a checklist to ensure they are in good condition and where applicable within use by date.

Club Tradies will supply us with provisions and toilets at their Clubs evacuation site.

- Ensure that evacuation Procedures and emergency contact numbers are positioned appropriately and are assessable in time of emergency.
- Ensure that emergency contact information for all children within care are regularly updated. The Responsible Person should ensure that all children enrolled in the Service have their details in an emergency contact folder for easy access. Upon a new contact sheet being provided to the Centre, the Administrator should destroy the old contact list and replace with the new list in the emergency contacts folder.
- Ensure that all Parents/guardians have signed a permission form for relocation of Centre during Emergency Procedures.

Educators:

- Be well informed of their responsibilities in relation to the Emergency and Evacuation Procedures, through reading the Policy, being involved in Policy evaluation, participating in regular trial evacuations/lockdowns and participating in staff meeting discussions regarding evaluation of trial Procedures.
- Ensure that Emergency and Evacuation Procedures and contact numbers positioned by Centre are well maintained.
- Staff should ensure that their First Aid qualifications are continually maintained.
- Attend fire extinguisher training if applicable. Educator's priority is to safely evacuate all children safely, not to extinguish fires. Only Educators who have attended Fire Extinguisher Training should attempt to extinguish any fire.
- Ensure gates are left unlocked or locked – as instructed from Emergency Services or the Responsible Person.
- Be alert for any signs of bushfire threat and inform the Responsible Person if any concerns arise.

Parents:

- On enrolment, parents will be informed of the individual Centre's assembly points via the orientation and in the Family Handbook.
- Parents will be requested to update their contact information on a regular basis. If your contact details change at any stage, do not wait for an update to come out, provide the Centre with your new information. The numbers supplied to the Centre will be the ones that you are contacted on in the event of an emergency.
- In the event of evacuation where your child is required to be transported from the Centre, staff will ensure children will only be transported by Emergency Services (i.e: Police, SES, Fire Brigade, Ambulance) Bus, U Go Mobility, council vehicles, or private staff cars to ensure child safety.

- Parents should be aware that evacuation drills will be carried out at each Term and that children may be taken off the premises to the assembly area during these drills. Our offsite location drill is generally only practiced once a year in September.
- It is imperative that during an emergency parents follow the advice of Emergency Services. If they are advised to not enter the area, they should remain away from the Centre. The Centre may have relocated and therefore entry into the area will pose an unnecessary risk to themselves. Parents will be contacted as soon as possible from GPAC. The phone line to the Centre must be kept clear as much as possible to ensure the Centre can receive information from Emergency Services.

NEW SOUTH WALES (NSW)
• **State Fire Information:** public information line 1800 679 737, then the District number 8508 4040 (needing to get more info after initial Hazards Near Me indication alert) • NSW Police: www.police.nsw.gov.au • NSW Rural Fire Service: www.rfs.nsw.gov.au • NSW State Emergency Services: www.ses.nsw.gov.au

CONSIDERATIONS:

Emerging Minds

BeYou- Trauma informed practice

Australian Government Department of Education Resources- Help in an emergency
Australian Government Bureau of Meteorology

SOURCE

ABAC & ACECQA Joint statement on early childhood centres. (2023). *Joint NCC and NQF Reforms Statement*
Australian Children's Education & Care Quality Authority. (2023). Policy and procedure guidelines- *Emergency and evacuation guidelines.*
Australian Children's Education & Care Quality Authority. (2026). *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. (2016). *Code of Ethics.*
Education and Care Services National Regulations. (Amended 2025)
Fire Protection Association Australia: 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
Work Health and Safety Act 2011.

NATIONAL QUALITY STANDARD (NQS)

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 is child safe.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children (commencing 2026)
S. 3A	Paramount consideration [NSW]
S. 165	Offence to inadequately supervise children.
S. 167	Offence relating to protection of children from harm and hazards
S. 174	Offence to fail to notify certain information to Regulatory Authority
S. 219A	Power of Regulatory Authority to close services because of emergency event [NSW] [commencing 2026]
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 are to be followed

171	Policies and procedures to be kept available
175	Prescribed information to be notified to regulatory authority
176	Time to notify certain information to Regulatory Authority

RELATED POLICIES

Family Handbook Student and Volunteer Handbook Staff Handbook Excursion Policy Acceptance and Refusal of Authorisations Policy Administration of First Aid Policy Child Safety and Wellbeing Policy Enrolment and Orientation Policy Safe Transportation Policy	Communication with families Policy Workplace Health and Safety Policy Management of Incident, Injury, Infectious Diseases, Illness & Trauma Policy Supervision of Children Policy Record Keeping and Retention Policy Sun Safe Policy Emergency and Evacuation Staff Procedures Emergency and Evacuation Risk Assessment Lockdown Procedures Bomb Threat Checklist Ambulance Risk Management

ENDORSEMENT BY THE SERVICE:

Approval Date: _____October 2026 _____

Date for Review: _____November 2027 _____

MANDATORY

Revised 16 September 2019 NG and KG
KK September 2018 KG and JH Aug 2020
Revised and amended August 2021 KK KG
Revised August 2022 KG
Revised Sept 2023 KG Aus Warn System added
Amended to include tradies and no extreme 9 Jan 2024 & Phillip Rook RFS
Reviewed 18 July 2024 KG 14 August 2024 4 Sept 2024
Revised 21 August 2025 TC 17 Sept 2025
Revised 4 August 2026 TK Amended 1 October 2026 KG