

BERMAGUI PRESCHOOL



4.16 Emergency Procedures (Evacuation and Lockdown) Policy

This policy is guided by the paramount consideration that children's safety, rights and best interests are upheld above all other considerations in all decisions, actions and practices.

This policy has been developed by Bermagui Preschool in consultation with the Nominated Supervisor, educators and families and approved by the Approved Provider.

Date Approved: July 2026

Review Date: July 2029

Aim

Bermagui Preschool is committed to providing a safe environment for children, educators, families, volunteers and visitors.

Emergency situations may occur without warning and require a coordinated response to protect the health, safety and wellbeing of everyone at the service. Bermagui Preschool has developed emergency procedures to ensure educators understand their responsibilities and can respond effectively in the event of an emergency requiring evacuation, lockdown or other protective action.

This policy outlines the procedures for managing emergencies, including evacuation and lockdown situations, to ensure:

- children, educators and visitors are protected from harm
- emergency responses are coordinated and effective
- educators understand their roles and responsibilities
- emergency procedures are regularly practised and reviewed
- legislative requirements under the Education and Care Services National Regulations and Work Health and Safety legislation are met.

Strategies

Emergency Preparedness and Risk Management

Bermagui Preschool will identify, assess and manage potential emergency situations through regular risk assessments and emergency planning.

Potential emergencies may include, but are not limited to:

- fire
- bushfire
- severe weather events
- flood
- dangerous animals or insects
- hazardous chemical spills
- gas leaks
- medical emergencies
- intruders or threats to safety
- any situation requiring evacuation or lockdown.

Risk assessments will be completed:

- annually
- whenever circumstances change
- following an emergency event or drill where improvements are identified
- when new hazards are identified.

Risk assessments will consider:

- risks to children, educators, visitors and volunteers
- children's individual needs, including children with additional needs
- communication requirements
- emergency access and exit points
- supervision arrangements
- required resources and equipment.

Risk assessments and emergency planning documentation will be maintained in accordance with the 2.12 Record Keeping and Retention of Records Policy.

Specific emergency scenarios and associated risk management strategies are addressed in the Potential Emergencies Policy and relevant emergency risk assessments.

Emergency Responsibilities

The Approved Provider, Nominated Supervisor and Responsible Person will ensure:

- emergency procedures are developed, implemented and reviewed
- educators understand their roles during emergencies
- emergency procedures are displayed prominently throughout the service
- emergency contacts and attendance records are readily accessible
- emergency equipment is maintained and available
- emergency drills are conducted and evaluated.

Educators will:

- remain calm and provide reassurance to children
- follow emergency procedures and instructions
- maintain active supervision of children
- assist children, visitors and other educators as required
- report hazards or concerns that may impact emergency preparedness.

Emergency Information and Equipment

Bermagui Preschool will ensure emergency information and equipment are accessible, including:

- emergency evacuation plans
- emergency contact information
- attendance records
- first aid equipment
- emergency communication devices
- emergency exits and assembly area information.

Emergency procedures will be displayed at:

- each main exit
- relevant areas used by children and educators
- locations accessible to visitors.

Visitors, volunteers, students and casual educators will be informed of emergency procedures during induction. Families will be provided with information regarding emergency procedures through enrolment information and the Preschool Handbook.

Fire Prevention and Safety

Bermagui Preschool will take reasonable steps to reduce the risk of fire through:

- maintaining buildings, equipment and grounds in a safe condition
- ensuring electrical equipment is maintained and used safely
- keeping exits clear and accessible
- storing combustible materials safely
- ensuring smoke detectors and fire protection equipment are maintained
- ensuring fire extinguishers, fire blankets and other fire equipment are serviced by appropriately qualified providers.

Fire protection equipment will be inspected, tested and maintained in accordance with relevant Australian Standards and legislative requirements.

Educators will be familiar with:

- emergency evacuation procedures
- locations of emergency equipment
- evacuation routes
- assembly areas
- their responsibilities during a fire or emergency.

Emergency Evacuation Procedures

Bermagui Preschool has established emergency evacuation procedures to ensure children, educators, volunteers and visitors can be safely evacuated from the service in the event of an emergency.

Emergency evacuation procedures will:

- clearly identify the responsibilities of educators and other persons present at the service
- include evacuation routes and assembly areas
- consider the needs of children requiring additional support
- include procedures for accounting for all children, educators, volunteers and visitors
- be displayed prominently throughout the service.

Practising Emergency Evacuations

Emergency evacuation procedures will be practised:

- at least once every three months, in accordance with the Education and Care Services National Regulations

Where practicable, evacuation practices will be conducted at varying times and under different circumstances to ensure children and educators are familiar with emergency procedures.

Each practice drill will be documented and evaluated, including:

- date and time of the drill
- type of emergency practised
- children and educators involved
- effectiveness of the procedure
- any identified improvements.

Records of emergency drills will be retained in accordance with the 2.12 Record Keeping and Retention of Records Policy and legislative requirements.

Emergency Evacuation Response

In the event of an emergency requiring evacuation:

The person who identifies the emergency will:

- raise the alarm using the designated emergency alert method
- notify nearby educators
- provide information regarding the nature and location of the emergency where possible.

The Nominated Supervisor or Responsible Person will:

- contact emergency services by calling 000 when required
- coordinate the evacuation response
- collect emergency information, including:
 - attendance records
 - emergency contact information
 - mobile phone or communication device
 - first aid equipment where safe to do so
- ensure all areas are checked where safe to do so
- confirm all children, educators and visitors are accounted for.

Educators will:

- calmly direct children to the safest available exit
- maintain supervision and reassure children
- assist children who require additional support
- move to the designated assembly area
- remain with children until advised otherwise.

Assembly Areas

Bermagui Preschool's designated assembly areas are:

Assembly Point 1:

Bungaree Sandpit (Gate to Ambulance Station)

Assembly Point 2:

Wooden Seat – Bermagui Community Centre Car Park

Assembly Point 3:

As directed by emergency services.

The Nominated Supervisor or Responsible Person will determine the safest assembly point based on the nature, location and potential hazards associated with the emergency.

The Nominated Supervisor or Responsible Person will liaise with emergency services and provide information regarding:

- children and adults present
- any missing persons
- location and nature of the emergency
- any known hazards.

No person will re-enter the building or affected area until authorised by emergency services or the relevant authority.

Emergency Lockdown Procedures

A lockdown may be required when remaining inside the building provides the safest option for children, educators and visitors.

Situations requiring lockdown may include:

- an intruder or unsafe person on or near the premises
- dangerous external situations
- hazardous chemical release
- other emergencies where evacuation would increase risk.

Lockdown procedures aim to minimise exposure to external risks and ensure children and adults remain protected.

Lockdown Response

When a lockdown is required:

The person identifying the need for lockdown will:

- alert educators using the designated lockdown instruction
- provide clear and calm communication.

The Nominated Supervisor or Responsible Person will:

- assess the situation where safe to do so
- contact emergency services if required
- coordinate the lockdown response.

Educators will:

- bring children together in the safest available location
- maintain active supervision
- secure doors and windows where possible
- reduce visibility from outside where practical
- maintain calm and reassure children
- collect attendance records where safe to do so.

If required, educators may:

- switch off equipment
- reduce noise
- limit movement within the building
- take additional actions directed by emergency services.

The lockdown will remain in place until:

- emergency services advise it is safe to end
- the Nominated Supervisor or Responsible Person provides direction based on advice received.

Supporting Children During Emergency Procedures

Bermagui Preschool recognises that emergency drills and emergency situations may cause anxiety for some children.

Educators will:

- explain emergency procedures in developmentally appropriate ways
- reassure children that procedures are practised to keep everyone safe
- provide additional support to children who require it
- consider individual children's needs, abilities and communication requirements.

Emergency practice will be conducted in a way that supports children's emotional wellbeing and avoids unnecessary distress.

Emergency Communication

During an emergency, communication responsibilities will be managed by the Approved Provider, Nominated Supervisor or Responsible Person.

Families will be notified as soon as practicable following an emergency where:

- children have been evacuated
- a significant disruption has occurred
- a serious incident has occurred
- additional information or action is required.

All communication will:

- protect privacy and confidentiality
- provide accurate information
- be respectful of children, families and educators.

Media enquiries will be managed in accordance with the 1.08 Publicity and Media Policy.

Serious Incident Notifications

Where an emergency results in a serious incident, the Approved Provider or Nominated Supervisor will ensure all required notifications are completed in accordance with legislative requirements.

A serious incident may include:

- the death of a child or adult at the service or following an incident at the service
- a serious injury or illness requiring medical attention
- an emergency for which emergency services attend where the event meets the definition of a serious incident under the Education and Care Services National Law and Regulations
- any other incident prescribed as a serious incident under the Education and Care Services National Law and Regulations.

The Approved Provider or Nominated Supervisor will notify:

- the NSW Department of Education (Regulatory Authority) within the required timeframe
- SafeWork NSW where the incident is notifiable under the Work Health and Safety Act 2011
- emergency services where required
- other relevant authorities as required.

Serious incidents will be managed in accordance with:

- 2.13 Notification to the Regulatory Authority Policy
- 4.12 Incident, Injury and Trauma Policy
- 4.20 Workplace Health and Safety Policy

Emergency Recovery and Review

Following an emergency event, Bermagui Preschool will support the recovery and wellbeing of children, families and educators.

The Approved Provider and Nominated Supervisor will:

- ensure all children, educators and visitors are accounted for
- communicate with families where required
- complete all required documentation
- review the effectiveness of the emergency response
- identify any hazards, risks or improvements
- update emergency procedures and risk assessments where required.

Educators will participate in debriefing and reflection following emergency events and drills.

The service will consider:

- what worked well
- any challenges experienced
- children's responses and wellbeing
- effectiveness of communication
- any changes required to improve future emergency responses.

Privacy and Confidentiality

Information relating to emergency events will be managed confidentially and in accordance with the:

- 2.06 Confidentiality Policy

Personal information relating to children, families, educators or visitors will only be shared where authorised or required by law.

Resources

Bermagui Preschool will refer to the following resources when developing and reviewing emergency procedures:

- Australian Children's Education and Care Quality Authority (ACECQA)
- NSW Department of Education
- NSW Rural Fire Service
- NSW State Emergency Service
- SafeWork NSW
- Australian Resuscitation Council
- NSW Health
- relevant emergency services authorities.

References

Education and Care Services National Law

- Children (Education and Care Services) National Law (NSW)

Education and Care Services National Regulations

- Regulation 97 – Emergency and evacuation procedures
- Regulation 98 – Telephone or other communication equipment
- Regulation 99 – Children leaving the education and care service premises
- Regulation 168 – Education and care service policies and procedures
- Regulation 176 – Time to notify certain information to the Regulatory Authority

National Quality Standard

Quality Area 2 – Children’s Health and Safety

- Standard 2.2 – Safety
 - Element 2.2.1 – Supervision
 - Element 2.2.2 – Incident and emergency management

Other Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017 (NSW)

Related Documentation

Related Policies

- 1.08 Publicity and Media
- 2.06 Confidentiality
- 2.12 Record Keeping and Retention of Records
- 2.13 Notification to the Regulatory Authority
- 4.12 Incident, Injury and Trauma
- 4.20 Workplace Health and Safety
- 4.32 First Aid
- 4.33 Bushfire Emergency Plan
- 4.38 Potential Emergencies Policy
- 4.41 Paramourcy in Child Safe Practice Policy

Related Documents

- Emergency Evacuation Plan - Detailed site-specific evacuation procedures, educator responsibilities and evacuation instructions are set out in the Emergency Evacuation Plan.
- Emergency Contact Records
- Attendance Records
- Emergency Drill Evaluation Records
- Risk Assessments
- Hazard Register
- First Aid Records
- Incident, Injury, Trauma and Illness Records
- Staff Induction Records

Version History

V1.0 – First Published: Pre-October 2021

V2.0 – August 2025: Reviewed with minor changes.

V3.0 – July 2026: Comprehensive review completed. Updated to reflect current legislation, emergency management practices, notification requirements, risk assessment processes, evacuation and lockdown procedures, and alignment with the Bermagui Preschool Policy Manual.