

BERMAGUI PRESCHOOL



4.38 Potential Emergencies

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: October 2025

Review Date: October 2028

Aim

Bermagui Preschool is committed to providing a safe environment where the health, safety and wellbeing of children, educators, staff, volunteers, families and visitors are protected at all times. The Preschool recognises that emergencies may occur with little or no warning and is committed to identifying potential emergency situations, minimising associated risks, maintaining effective emergency procedures and ensuring all persons on the premises know how to respond appropriately.

This policy has been developed in accordance with the Education and Care Services National Law and National Regulations and supports the Preschool's Emergency and Evacuation Procedures.

Scope

This policy applies to all educators, staff, volunteers, students, contractors, children, families and visitors attending Bermagui Preschool.

Policy Statement

The Preschool will identify and assess foreseeable emergency situations that may affect the service, implement appropriate control measures to reduce risks, and maintain procedures that enable the safe evacuation or protection of all persons on the premises when required.

Potential emergencies considered by the Preschool include, but are not limited to:

- Fire, smoke or explosion
- Bushfire
- Flood, severe storm or other extreme weather events
- Gas leak or hazardous chemical incident
- Medical emergencies involving children, educators, staff or visitors
- Infectious disease outbreaks or pandemics
- Unauthorised persons, intruders or violent incidents
- Custody disputes or attempted unauthorised collection of a child
- Bomb threats or suspicious packages
- Power failure or loss of essential services
- Transport incidents during excursions or other approved outings
- Any other emergency that may threaten the safety or wellbeing of children, staff or visitors.

The Preschool will complete and regularly review a Potential Emergency Risk Assessment to identify hazards, evaluate risks and implement suitable control measures for each foreseeable emergency.

Risk Management

The Nominated Supervisor will ensure that potential emergency risks are identified through regular risk assessments and ongoing monitoring of the Preschool environment.

Risk assessments will consider:

- The nature of the emergency
- The likelihood of the emergency occurring
- The potential consequences
- People who may be affected
- Existing control measures
- Any additional actions required to further minimise risks

Risk assessments will be reviewed annually and whenever there is a significant change to the environment, facilities, operations or following an emergency incident.

Emergency Preparedness

To prepare for potential emergencies, Bermagui Preschool will:

- Maintain current emergency and evacuation procedures appropriate to identified risks
- Display emergency evacuation diagrams at all exits in accordance with the national regulations
- Ensure emergency telephone numbers are clearly displayed and readily accessible
- Maintain reliable communication equipment at all times
- Provide appropriate emergency equipment, including first aid kits, fire extinguishers, fire blankets and smoke alarms
- Ensure emergency equipment is regularly inspected, serviced and maintained
- Maintain current attendance records, emergency contact details and medical management plans
- Ensure emergency exits remain clear and accessible
- Monitor weather conditions and emergency warnings where relevant
- Communicate with families when emergency situations may affect the operation of the preschool

Emergency Drills

Emergency evacuation and lockdown drills will be conducted at least once every three months and at different times of the day to ensure children and educators are familiar with emergency procedures.

Drills will reflect a range of emergency scenarios, including evacuation and lockdown procedures where appropriate. Following each drill, the Preschool will review the effectiveness of the response and identify any improvements required. Records of all emergency drills will be maintained.

Roles and Responsibilities

Approved Provider

The Approved Provider will:

- Ensure appropriate emergency policies, procedures and risk assessments are in place.
- Provide resources necessary to manage emergencies effectively.
- Ensure emergency equipment is maintained and serviced.
- Support compliance with legislative requirements.

Nominated Supervisor

The Nominated Supervisor will:

- Oversee the implementation of this policy.
- Ensure emergency risk assessments are completed and reviewed.
- Coordinate emergency responses and communicate with emergency services where required.
- Ensure emergency procedures are displayed and understood by all staff.
- Arrange emergency drills and maintain associated records.
- Communicate with families following an emergency where appropriate.

Educators and Staff

Educators and staff will:

- Participate in emergency training and drills.
- Be familiar with evacuation and lockdown procedures.
- Respond promptly and calmly during emergencies.
- Supervise and account for all children during an emergency.
- Report hazards or potential emergency risks to the nominated supervisor.
- Follow all emergency procedures and directions.

Communication with Families

Families will be informed of the Preschool's emergency procedures during enrolment and may access this policy at any time.

Where an emergency affects the operation of the Preschool, families will be informed as soon as practicable using available communication methods.

Documentation

The Preschool will maintain records including:

- Potential Emergency Risk Assessments.
- Emergency drill records.
- Servicing and maintenance records for emergency equipment.
- Emergency contact information.
- Current medical management plans.
- Incident records where applicable.

Monitoring and Review

This policy will be reviewed at least every three years, following an emergency event, after changes to legislation, or whenever significant changes occur to the Preschool environment or operations.

Supporting risk assessments and emergency procedures will be reviewed annually or sooner if required.

Related Documents

- Emergency Procedures (Evacuation and Lockdown) Policy
- Bushfire Emergency Plan Policy
- Workplace Health and Safety Policy
- Incident, Injury and Trauma Policy
- Illness Policy
- Medical Conditions Policy
- First Aid Policy
- Child Protection Policy
- Excursions Policy
- Travel and Transport Policy
- Safety at Preschool Policy
- Risk Assessment (NQF Quality Area 2 – Children's Health and Safety) – Potential Emergencies
- Risk Assessment (NQF Quality Area 2 – Children's Health and Safety) – Emergency Evacuation
- Risk Assessment (NQF Quality Area 2 – Children's Health and Safety) – Fire and Bushfire Evacuation
- Risk Assessment (NQF Quality Area 2 – Children's Health and Safety) – Lockdown
- Emergency Evacuation Plan
- Emergency Procedure Evaluation Form

Legislative References

Education and Care Services National Law

- Section 167 – Protection from harm and hazards

Education and Care Services National Regulations

- Regulation 97 – Emergency and evacuation procedures
- Regulation 98 – Telephone or other communication equipment
- Regulation 168(2)(e) – Policies and procedures: emergency and evacuation
- Regulation 168(2)(g) – Safe environment

National Quality Standard

- Quality Area 2 – Children's Health and Safety
- Element 2.2.2 – Emergency and evacuation procedures are developed, regularly rehearsed and implemented effectively.

Version History

V1.0 – First Published: October 2025