

# Early Years Services – QA2.5 Emergency Management and Evacuation

TRIM Reference: D14/94981 Due for Review: 15 December 2027  
Responsible Officer: Coordinator Early Years

## Purpose

Surf Coast Shire Early Years Services are committed to ensuring the safety, health and wellbeing of children attending our education and care services by identifying the risks and hazards of emergency and evacuation situations. Children, educators and staff will practice the services emergency and evacuation procedures every 3 months to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation/lockdowns.

## Policy Principles

Evidence of link to National Quality Standards: QA2, QA 3.2.1, QA 4.1, QA5, QA6, QA 7.1.2  
Evidence of link to Education & Care Services National Regulations: 97, 98, 168(2) (e), 169 - 172, 190(g)  
Victorian Children's Services Regulations 2020

## Scope

This policy relates to all Surf Coast Shire Council Early Years Services, staff, students, volunteers, children and families accessing the services.

## Policy

We are committed to ensuring the safety, health and wellbeing of children attending our education and care service by identifying the risks and hazards of emergency and evacuation situations. Children, educators and staff will regularly rehearse our emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation. We aim to provide families, staff and the community with the confidence that the safety and wellbeing of all staff, children, families and visitors to the centre are paramount.

### Paramount Consideration of Children's Safety and Wellbeing

All staff, volunteers, students, families at Surf Coast Shire Early Years Services must ensure that the safety, health, wellbeing, rights and best interests of children are the paramount consideration in all interactions and activities involving children.

In line with the Education and Care Services National Law (effective 27 February 2026), staff, volunteers, students, families must prioritise the safety and wellbeing of children above all other considerations while participating in the service.

All volunteers, students, families must follow the direction of educators and staff, comply with all child safe policies and procedures, and immediately report any concerns about the safety or wellbeing of a child to the Nominated Supervisor or educator.

### Surf Coast Shire Council will:

- Provide support and information to staff/educators on compliance requirements for emergency and evacuation procedures.
- Ensure that all educators and staff are trained in the emergency and evacuation procedures and aware of their roles and responsibilities in an emergency or evacuation.
- Ensure that all educators and staff are aware of emergency evacuation points.
- Ensure that a copy of the emergency and evacuation floor plans and instructions are displayed in a prominent position near each exit that forms part of an evacuation route

- Ensure emergency equipment is tested within the timeframes recommended by recognised authorities
- Ensure that designated emergency exits/routes are kept clear at all times to ensure that everyone can exit safely in the event of an evacuation
- Provide each educator/staff member with a copy of the current Emergency Management Plans (EMP).
- Provide EMP's that include risk assessments that identifies potential emergencies relevant to your service. Services will need to consider different types of emergencies. Emergencies situations can range from fire and smoke, to personal injuries and threats, bomb threats, suspicious mail, biohazards and chemical spills, gas leaks, floods and other natural disasters. Such emergencies may necessitate a need to evacuate or initiate a lock down.
- As an approved provider with multiple services, ensure each service have separate procedures that have been developed and customised to each service. For example, each service requires a site-specific risk assessment (regulation 97(2)) and site-specific evacuation plan (regulation 97(4)). These will consider site-specific factors such as: its location, neighbours, configuration (including multi-storey), identified assembly points, needs of the children, and staff.
- EMP's must include an emergency and evacuation floor plan (noting that a copy of the plan and instructions must be displayed in a prominent position near each exit at the service premises, including near each exit that forms part of the evacuation route of the service).
- Ensure the service rehearses the emergency and evacuation procedures every 3 months - these must be recorded and saved in TRIM.
- Ensure Emergency Management Plans and Emergency Evacuation Plans are reviewed and updated by the 1 September each year and recorded internally on a bushfire at risk register.
- Ensure that all Early Years Services have ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents/guardians and emergency services (r 98).
- Provide forms to assist staff/educators in the recording of emergency and evacuation practices.
- Comply with all required safety standards in relation to the operations of an education and care service.
- Monitor compliance with applicable safety standards and requirements.
- Ensure an Early Years Services leadership contact is available to assist in the response to critical events.
- Offer debriefing for staff/educators, children and families after an emergency or evacuation.

Early Years Services Staff will:

- Display an emergency and evacuation floor plan (evacuation diagram) with on-site and off-site evacuation instructions at each service (the plan and instructions must be displayed in a prominent position near each exit at the service premises, and should be displayed prominently near each exit that forms part of the evacuation route out of the service)
- Provide families with a copy of the emergency evacuation procedures on request.
- In the event of any emergency or evacuation situation, contact the relevant Team Leader or Coordinator Early Years.
- Have local emergency services numbers and phones charged and readily available.
- Ensure that up-to-date portable emergency contact lists are held in each room within the service and in their emergency evacuation back packs
- Rehearse and document emergency and evacuation procedures every three months. If the service has more than one emergency and evacuation procedure, a variety of procedures must be rehearsed across the year, for example lock down, shelter in place and or bush/beach kinder emergency evacuations.
- Record each practice of evacuation procedures on an Emergency Evacuation Observer's Checklist and retain this form for the specified period of time (r 97).
- Ensure that all educators and staff are trained in the emergency and evacuation procedures and aware of their roles and responsibilities in an emergency or evacuation.
- Ensure all children in the service participate in an evacuation procedure.
- Conduct a risk assessment of emergency evacuation routes and assembly points - consider the risks in relation to emergency and evacuation procedures rehearsals - there are risks inherent in the rehearsal of emergency and evacuation procedures as well as in the actual event of an emergency, and the need for risk assessments must be created for all off-site emergency evacuation assembly sites.
- Have ready access to emergency equipment.

- Ensure regular head counts of children and adults are implemented during and at evacuation points when implementing all evacuations/drills.
- Ensure that designated emergency exits/routes are always kept clear to ensure that everyone can exit safely in the event of an evacuation.
- Ensure child records are kept up to date and easily accessible in case of emergencies/and or evacuations.

### Emergency Procedures

- Each Service will have an individual *Emergency Evacuation Plan* and an *Emergency Management Plan (located in each room and a copy in the evacuation backpack)*. These will be developed following a site-specific risk assessment to identify potential emergencies relevant to each individual service (r 97) and updated annually. Site-specific factors to consider would be: its location, neighbours, configuration (including multi-storey), identified assembly points, needs of the children, and staffing (including ancillary staff).
- A copy of each service's emergency and evacuation floor plan and instructions are displayed in a prominent position near each emergency exit at the service premises (r97).
- For all emergency and evacuation procedures; staff/educators are required to notify the relevant Early Years Services Team Leader or Coordinator Early Years as soon as it is safe and practicable to do so.

The following is a guide to inform the development of each individual service's Emergency Evacuation Plan and an Emergency Management Plan:

The service will develop procedures for the nominated supervisor/educators/staff for every emergency situation that has been identified through the risk assessment process. This document will be developed in conjunction with DE and other government organisations, where applicable.

These may include but are not limited to the following emergencies:

- building fire/Bushfire and/or Grassfire
- bomb/substance threats
- major external emissions/spill (includes gas leaks)
- missing child
- medical emergency
- traumatic death/injury/grief
- mental stress
- child abuse
- snake
- violence, aggression and/or harassment
- intruder
- loss of essential services
- the involvement of firearms or other weapons
- structural damage
- asbestos
- burglary
- severe weather event, such as a flood, extreme heat, cyclone, thunderstorm or earthquake
- smoke
- pandemics or communicable diseases
- information security

The service will seek recommended practices from recognised authorities, such as:

- Surf Coast Shire Council Emergency Management Procedures
- Fire Department
- Police
- Ambulance
- Local hospital or health related specialists (paramedics, doctors, nurses)
- State Emergency Service (SES).
- Department of Education (DE)
- Department of Health and Human Services (DHHS)

### Transporting Children

Refer to the *Surf Coast Shire Council Community Bus Policy (D13/4217)* and MPP030 Motor Vehicle (D14/79562) and *Early Years Safe Transportation of Children and Road Safety Policy (D18/125865)* in relation to the transport of children.

### Evacuation Evaluation

Emergency procedures must be rehearsed and documented every three months. If the service has more than one emergency and evacuation procedure, all procedures must be rehearsed across the year, for example lock down, shelter in place and or bush/beach kinder emergency evacuations. Services MUST undertake an evaluation of all evacuation procedures undertaken and document this for it to be saved in TRIM. Refer to *WHS 27.3 Emergency Evacuation Observer's Checklist (D14/18847)*

### Fire

#### Compliance

- The service will comply with 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.
- Smoke detectors will be fitted in accordance with the manufacturer's instructions and will be placed to provide adequate warning of smoke and so that staff/educators will hear the alarm from anywhere within the education and care premises. A maintenance schedule will be kept to confirm that these devices are regularly checked and maintained in working order.

### Incident, Injury or Trauma Recording

The services must ensure that an incident, injury, trauma and illness record is kept in accordance with r87. The Nominated Supervisor will ensure an *Incident, Injury, Trauma and Illness Record* is completed for any situation where a child receives an injury, is exposed to a serious incident or is subjected to trauma while being educated and cared for by the service.

The Incident, Injury, Trauma and Illness Record must include:

- a) Details of any incident in relation to a child or injury received by a child or trauma to a child which has been subjected while being educated and cared for by the service including the:
  - name and age of the child
  - circumstances leading to the incident, injury trauma
  - time and date the incident occurred, the injury was received or the child was subjected to trauma.
- b) Detail of the actions taken by the service in relation to any incident, injury, or trauma which a child suffered whilst in the service including any:
  - First Aid applied
  - Emergency personnel contacted.
- c) Details of any person who witnessed the incident, injury or trauma.
- d) The name of the person:
  - whom the service notified or attempted to notify of any incident, injury, or trauma the child suffered while at the service.
  - the time and date of the notification or attempted notifications.
- e) The name and signature of the person making an entry in the record and the time and date that the entry was made.

The aforementioned information must be included in the in *the Incident, Injury, Trauma and Illness Record* as soon as is practicable; but not later than 24 hours after the incident, injury, trauma occurred. (Refer to *Incident Reporting Requirements* below).

Refer to *Incident, Injury, Trauma and Illness Early Years Services Record* form (D15/63330).

For Kindergarten staff and families – this will be documented and communicated via kinderloop.

### Parent/Guardian Notification

Parents/guardians will be notified as soon as is practicable (within 24 hours) when a child is involved in any incident, injury, trauma while the child is being educated and cared for by the service (r86).

## Incident Reporting Requirements

### DE Requirements

If any child requires emergency medical attention for an incident, injury, trauma or illness that constitutes a serious incident (refer to definitions below), the service must notify DE within 24 hours of the incident, injury, trauma or illness occurring.

### Surf Coast Shire Council Requirements

Refer to the following Surf Coast Shire Council Documents:

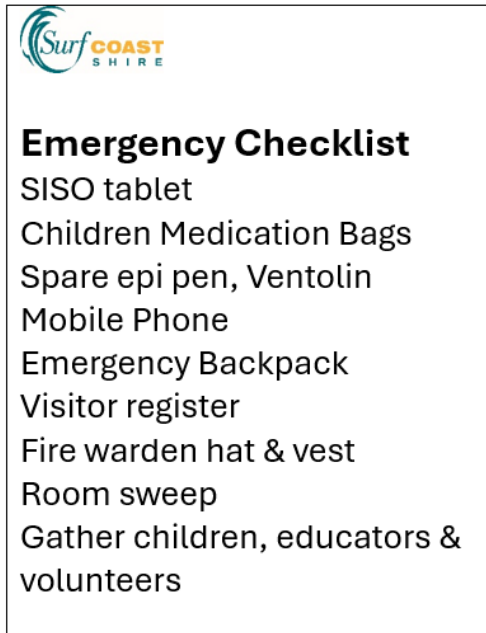
- Complete (for children) Incident, Injury, Trauma and Illness Early Years Services Record Form D15/63330 (Kinderloop for Kindergartens)
- Complete (for staff) SCS WHS 9.1 Incident Reporting Form D14/4850
- Notify Team Leader/Coordinator
- Enter into Lucidity
- Add to Early Years Serious Incident Register if applicable D25/65185

## Definitions

Emergency	An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down or other type of emergency response.
Emergency drill/rehearsal	A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response.
Evacuation floor plan	An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults. It may also have the name 'evacuation diagram'
Lockdown	A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved.
Lock out	A security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved.
Risk Assessment	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.
Serious Incident	Serious incidents include: <ul style="list-style-type: none"><li>• the death of a child at the service, or following an incident occurring at the service</li><li>• serious injury or trauma to a child at the service that required urgent medical attention or where the child attended or should have attended a hospital</li><li>• serious illness of a child at the service, where the child attended or should have attended a hospital</li><li>• any emergency attended by emergency services</li><li>• any circumstance where a child:<ul style="list-style-type: none"><li>• appears to be missing from the service or cannot be accounted for</li><li>• appears to have been taken or removed from the service premises in a way that breaches regulations</li><li>• is mistakenly locked in or out of the service premises or any part of the premises.</li></ul></li></ul>

Emergency procedure support tools:

Emergency Checklist for Evacuation Backpacks



**Emergency Evacuation Task List – Lanyard cue card to be carried by staff**

- Stay calm and keep other staff calm and DO NOT RUSH
- Collect Mobile, Children’s attendance roll, medicines/Epi Pens
- Collect Emergency Evacuation bag containing first aid kit and Emergency Contacts
- Inside staff to let outside staff know to evacuate
- Evacuate children and exit building to assembly area – do head count
- At assembly area call roll and report to Chief Warden/EYM team

**Related Procedure**

Nil.

**References**

**Related Surf Coast Shire Council and Early Years Services Policies**

- D14/105413 Early Years Incident, Injury, Trauma & Illness Policy
- D14/94986 Early Years Administration of First Aid Policy
- D15/32925 Early Years Medical Conditions & Medications Policy
- D15/33004 Early Years Supervision of Children Policy
- D15/16286 Early Years Access & Inclusion Policy
- D15/35312 Early Years Providing a Child Safe Environment Policy
- WHS 8.0 First Aid
- MPP-030 Motor Vehicle Policy
- MPP-021 Fire Danger Preparedness Policy
- MPP-076 Fire Danger Preparedness Procedure
- D15/73628 Early Years Bush/Beach Kindergarten Emergency Evacuation Policy
- D14/94973 Early Years Delivery of children to and collection from education and care service premises – Policy
- WHS 2.0 Hazard Inspection, Risk Analysis and Control Policy
- HR24 SCS Code of Conduct – Policy
- D15/42616 Early years Determining the Responsible Person Present Policy
- D15/15724 Early Years Employment of Qualified staff and participation of volunteers and students Policy
- D15/42638 Early Years Interactions with Children and Behaviour Guidance Policy

### **Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms**

D14/18847	WHS 27.3 Emergency Evacuation Exercise Observers Checklist
D15/63330	Incident, Injury, Trauma and Illness Early Years Record Form for children (Kinderloop)
WHS27.1	Emergency Response Plan Template
WHS 9.0	Injury/Incident Reporting
WHS 9.1	Incident Report Form for staff
WHS 2.0	Hazard Identification, Risk Assessment and Control
D20/3979	Early Years Unit Catastrophic/ Extreme Fire Danger Work Instruction
D19/138090	Telstra Desktop Messaging – SMS communication for Early Years Services Emergency Work Instruction
D26/53401	Workforce register – Work Instruction
D25/2048	Kindergarten Volunteers Instruction - Work Instruction
D26/63091	Visitor sign in/SISO – Work Instruction
D26/10458	Kindergarten Emergency Evacuation Schedule Rooms– Template
D26/9277	Kindergarten Group Needs and Individual Goals – Template
D19/24712	Excursion Parent Permission Form - Template
D19/24753	Kindergarten Incursion/Excursion Authority Form – internal – Template
D17/23578	Kindergarten Regular Outing Authority Form
D14/87971	Risk Assessment Management Plan
D25/164438	Indoor/Outdoor risk assessment – Template
D25/65185	Serious Incident Register – Kindergarten and Occasional Care
D26/112748	Reporting Staff Injuries – Flow Chart
D26/112745	Infectious Disease – Flow Chart
D26/112747	Staff roles in emergency evacuation drills – Work Instructions

### **Early Years site Emergency Management Plans 2025/2026**

D25/87158	Lorne Pre-School EMP
D25/85883	Anglesea Kindergarten EMP
D25/83674	Jan Juc Pre-School EMP
D25/92818	Helen M Kininmonth Pre-School EMP
D25/100139	Kurrambee Myaring Community Centre EMP
D25/79912	Torquay Children's Hub EMP

### **Early Years Evacuation Procedures**

D20/10141	Lorne Kindergarten Evacuation Procedure
D20/10146	Anglesea Kindergarten Evacuation Procedure
D20/10191	Jan Juc Pre-School Evacuation Procedure
D20/4831	Helen M Kininmonth Pre-School Evacuation Procedure
D18/7206	Kurrambee Myaring Kindergarten Evacuation Procedure
D20/10214	Torquay Children's Kindergarten Evacuation Procedure

### **Other References**

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
ACECQA National; Quality Framework Resource Kit  
Victorian Children's Services Regulations 2020  
Victorian Government – Department of Education and Training Emergency Management Requirements  
[education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx](https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx)

Emergency Management Plan (EMP) sample template for Early Childhood Services  
[https://www.education.vic.gov.au/Documents/childhood/providers/support/ECS\\_EMP\\_Template\\_2021-22\\_AUG21.docx](https://www.education.vic.gov.au/Documents/childhood/providers/support/ECS_EMP_Template_2021-22_AUG21.docx)

## Document History

Version	Document History	Approved by – Date
1	Approved	General Manager, Culture and Community – 1 April 2014
2	Amended	Manager Aged and Family – 1 May 2015
3	Amended	Manager Aged and Family – 23 June 2017
4	Amended	Manager Community Strengthening – 13 February 2019
5	Amended	Manager Community Strengthening – 17 July 2020
6	Amended	Manager Community Strengthening – 24 December 2021
7	Amended	Manager Community Strengthening – 3 November 2022
8	Amended	Manager Community Strengthening – 9 May 2024
9	Amended	Manager Community Strengthening – 29 January 2026
10	Amended	Manager Community Strengthening – 15 June 2026