

2.14. Emergency Management and Evacuation

QUALITY AREA 2 | VERSION 8.0

Regulatory Policy & Procedure



Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.



Purpose

This policy will provide a framework for:

- developing emergency and evacuation procedures, practices, and guidelines at Wyndham Early Education and Care Services (EECS).
- using risk assessment that identifies potential emergencies at EECS.
- informing everyone attending EECS about potential emergency situations and appropriate responses.



Policy Statement

Wyndham Early Education and Care Services (EECS) is committed to:

- providing a safe environment for all children, staff and persons participating in programs at EECS.
- having a plan to manage emergency situations that reduces risk to those present on the premises.
- ensuring effective procedures are in place to manage emergency incidents at the service.
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff, and others at the service.
- informing parents/guardians how communication will be provided in a case of emergency.



Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of EECS, including during offsite excursions and activities.

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure Emergency Management and Evacuation Policy and procedures are in place and available to all stakeholders.	✓	✓			
Take reasonable steps to ensure that nominated supervisors, educators, staff, and volunteers follow the policy and procedures and are aware of their responsibilities.	✓	✓			
Always adhere to the Emergency Management and Evacuation Policy.	✓	✓	✓	✓	✓
Complete the DE Emergency Management Plan and attach a copy to this policy. (<i>Appendix 2.14.1: DE Emergency Management Plan Template</i>)	✓	✓	✓		
Ensure the service’s emergency management contact details are up to date on NQAITS online portal.	✓	✓			
Identify if the service is on the BARR .	✓	✓			
Conduct a risk assessment to identify potential emergencies that the service may encounter. (<i>Appendix 2.14.2: Emergency Management - Risk Assessment</i>)	✓	✓	✓		
Identify potential onsite hazards and take action to manage and minimise risks.	✓	✓	✓		✓
Conduct a risk assessment at least once every 12 months or after becoming aware of any circumstance that may affect the safe evacuation of children from the service.	✓	✓	✓		
Ensure all updates to the emergency and evacuation policies and procedures are implemented as soon as practicable after reviewing the risk assessment.	✓	✓	✓		✓
Develop information for what must be done in the event of an emergency.	✓	✓	✓		
Appoint an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency.	✓				
Develop an emergency and evacuation floor plan.	✓	✓			
Ensure a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises.	✓	✓	✓		
Ensure emergency and evacuation drills are rehearsed and documented at least once every 3 months by everyone attending the service.	✓	✓	✓		
Conduct a risk assessment of emergency evacuation routes and assembly points. (<i>Appendix 2.18.3 – Excursion Risk Assessment</i>)	✓	✓	✓		
Ensure parents/guardians have provided written authorisation for the child to participate in the emergency evacuation drill prior to the day of the drill. (<i>Appendix 2.18.4 – Excursion Parent Permission Form</i>)	✓	✓	✓	✓	
Ensure that emergency and evacuation drills include both lock down and evacuation rehearsals.	✓	✓	✓		
Ensure all staff, students, volunteers, and visitors are aware of emergency evacuation points.	✓	✓	✓		

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Ensure up-to-date, portable emergency contact lists are held in each room within the service and that evacuation procedures state who will carry this list during evacuation.	✓	✓	✓		
Develop procedures that consider collecting children’s medication and managing children’s medical conditions.	✓	✓	✓		
Provide feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures, and manuals etc.	✓	✓	✓	✓	✓
Test alarms and communication systems regularly.	✓	✓			
Ensure those working at, or attending the service, have access to a phone for immediate communication with parents/guardians and emergency services.	✓	✓			
Ensure emergency services phone numbers are prominently displayed.	✓	✓			
Ensure all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting.	✓	✓			
Ensure the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted.	✓	✓			
Ensure all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations.	✓	✓			
Provide and maintain a fully equipped portable first aid kit (<i>refer to Administration of First Aid Policy</i>)	✓	✓			
Ensure that designated emergency exits/ routes are always kept clear to guarantee that everyone can exit safely in the event of an evacuation.	✓	✓	✓	✓	✓
Keep lock-down areas in a state of readiness ensuring they are safe for children, staff, and visitors to use.	✓	✓	✓		✓
Attend regular training to ensure that they can deal with emergency situations e.g., first aid, emergency management and OHS training.	✓	✓	✓		✓
Regularly review, evaluate, and update emergency management plans, manuals, and procedures (at least annually or following an emergency incident).	✓	✓	✓		✓
Develop procedures to debrief staff following emergency incidents.	✓	✓			
Provide support to children before, during and after emergencies.		✓	✓		✓
Conduct checks of documentation and practices to ensure all requirements of this policy are being complied with.	✓	✓	✓		✓
Inform the nominated supervisor, the approved provider or person with management and control, about any serious incidents or notifiable incidents at the service.			✓		✓
Notify DE in writing within 24 hours of a serious incident, change of circumstances and/or complaints.	✓	✓			
If required, complete the Incident, Injury, Trauma, and Illness Record.	✓	✓	✓		✓

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Notify DE within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service.	✓	✓			
Report notifiable incidents in the workplace to your supervisor.	✓	✓	✓		✓
The nominated supervisor must ensure that all notifiable workplace incidents are reported to Wyndham’s OH&S team.	✓	✓			
Where possible engaging with Fire Rescue Victoria and/or Country Fire Authority regarding fire safety awareness and training for the service.	✓	✓	✓		
Identify staff and children requiring additional assistance in the event of an emergency.	✓	✓	✓		✓
Ensure emergency contact details are provided on each child’s enrolment form and that these are kept up to date.	✓	✓	✓	✓	
Ensure that an attendance record is completed and maintained to account for all children attending the service.	✓	✓	✓	✓	
Keep a visitors record of all visitors to the service, including time of arrival and departure. (<i>Appendix 2.14.3: Visitors Record</i>)	✓	✓	✓		
Ensure all staff, parents/guardians, children, volunteers, and students on placement understand the procedures to follow in the event of an emergency.	✓	✓	✓	✓	✓
Ensure there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures.	✓	✓			
Ensure all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation.	✓	✓			
Develop procedures to deal with loss of critical functions, such as power/water shut off.	✓	✓			
Ensure children are always adequately supervised and protected from hazards and harm (<i>refer to Supervision of Children Policy</i>)	✓	✓	✓		
Raise children’s awareness about potential emergency situations and appropriate responses.		✓	✓		✓



Definitions

The terms defined in this section relate specifically to this policy:

Country Fire Authority (CFA): CFA is an emergency service that respond to a variety of fire and emergency incidents.

Bushfire at Risk Register (BARR): Kindergartens and childcare facilities assessed to be at the highest risk of fire are placed on the department's BARR. Inclusion on this register is a trigger for the kindergarten or childcare facility to pre-emptively close on days determined Catastrophic in their Bureau of Meteorology district, as well as other pre-emptive and preparedness actions in line with their fire risk category.

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.

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Emergency Management Plan (EMP): A written set of instructions for the service to prepare for and respond to emergencies.

Emergency services: Includes ambulance, fire brigade, police, and state emergency services.

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.

Evacuation route: Continuous path of travel (including exits, public corridors and the like) from any part of a building to a safe place.

Fire Rescue Victoria (FRV): respond to fires, complex rescues, road crashes, emergency medical calls and hazardous chemical spills.

Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident Management Team (IMT): Is the group of incident management personnel comprising of the incident controller and other personnel appointed to be responsible for the functions of operations, planning, and logistics.

Lock down: 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 in: A security measure taken during an emergency to prevent people from leaving 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.



Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011 including Regulations 97, 98, 168(2)(e)
- National Quality Standard, including Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004



Related Appendices & Documents

- Appendix 2.14.1: DE Emergency Management Plan Template
- Appendix 2.14.2: Emergency Management - Risk Assessment
- Appendix 2.14.3: Visitors Record
- Appendix 2.14.4: Evacuation Drill Record and Evaluation
- Appendix 2.14.5: Lock Down/In Drill Record and Evaluation
- Appendix 2.18.3: Excursion Risk Assessment
- Appendix 2.18.4: Excursion Parent Permission Form



Related Policies

- Administration of First Aid
- Administration of Medication
- Arrival and Departure of Children
- Enrolment and Orientation
- Excursions and Service Events
- Incident, Injury, Trauma, and Illness
- Occupational Health and Safety
- Providing a Child Safe Environment
- Staffing Arrangements
- Supervision of Children

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Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
5	A3849891	Addition – Wyndham City’s Statement of Commitment – Child Safe Standards Addition of Legislation	27/09/2022	TP	2024
6	A4289647	Minor wording changes Format update Appendices updates	Dec, 2023	TP	Dec, 2025
7	A4672900	Addition to policy in line with regulatory updates: Obtain parent authorisation for emergency evacuation drills	Nov, 2024	Jade Moerenhout	Dec, 2026
8	A4672900	Updated Wyndham City’s Statement of Commitment to a Child Safe Organisation – as per Wyndham City’s Child Safe Management page	20/06/2025	TP <i>T. Papaicamou</i>	Dec, 2026