



Emergency Planning Policy

AIM

To ensure that all aspects of the service are prepared for any type of emergency that may occur including systems, equipment and stakeholders.

EXPLANATION

Emergency preparedness is very important in an early childhood setting and there are a number of steps that need to be taken to ensure this approach is not only compliant but also suited to the needs of the context. This policy guides all planning and preparation approaches and supports the Emergency Response Policy which looks at what to do when there is an emergency.

IMPLEMENTATION

Emergency Response Options

In line with training provided as part of the ECE Connects series we have taken the following definitions to guide our emergency response options within our planning:

- Emergency evacuation – This is where the service needs to be evacuated, and all stakeholders need to leave the premises to get to safety.
- Emergency rehearsal – This refers to any other type of emergency response where stakeholders stay on the premises and respond internally. This could include, but is not limited to, a medical emergency, lock down, shelter in place or other.
- Shelter in place (SIP) – This option may be used as a complete response to an emergency, such as storm where there is no need to lockdown but there is a need to gather and stay. This option may also be used as a chain of responses, for example SIP while gathering additional information or waiting for an event that triggers an evacuation or a lockdown to occur.

Emergency Risk Assessment

A risk assessment has been completed and guides the types of emergencies that may occur within the service and the associated types of emergency response. This risk assessment is reviewed at the time of the policy review to identify any changes or additions that need to take place.

The full risk assessment is attached (Appendix A) and a summary can be found below:

Emergency Type	Emergency Response	Priority Level
Major weather event	SIP/Evacuate	
Medical emergency	Shelter in place	
Vehicle collision	SIP	



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Smoke in environment	SIP/Evacuate	
Building fire	Evacuate	
Interruption to utilities	Evacuate	
Dangerous person	Lockdown	
Dangerous animal	SIP/Evacuate	
Building/structural damage	SIP/Evacuate	
Gas leak	Evacuate	
Burst water main	SIP/Evacuate	
Flood	SIP/Evacuate	
Downed power lines	SIP	

Priority level code: Most likely Possible Unlikely

Emergency rehearsals

- A plan will be developed to ensure that at least 1 emergency evacuation is rehearsed every 3 months and at least 1 emergency response is rehearsed every 3 months (Appendix D)
- Rehearsals will take place for emergencies most likely to happen and therefore prioritised more within the table above.
- Rehearsals will take place on different days and at different times to ensure all staff and children are exposed to the rehearsals and different situations are captured within the approaches to identify needs or improvements.
- We recognise that while it is important that children are exposed to rehearsals it is more important that every adult knows their roles and responsibilities so their involvement will be prioritised when scheduling rehearsals on different days and times. If educators know what to do they can more confidently assist children.
- Each rehearsal will have minimal communication prior to more accurately reflect real life emergencies and identify how well our practices meet the needs of the situation.
- Each educator will develop skills in running emergencies as this will strengthen our response and ability to confidently manage any emergency in any combination of team members on the day.
- Following rehearsals a review will be documented identifying how we went, what needs to be improved, if anything, any reflections or feedback from others. Accompanying this document will be a copy of the staff and children's attendance records for the day. This will then be filed in our emergency records (Appendix E).
- Children will be involved in reviewing emergency rehearsals to build their awareness of safe practices within the service.
- As emergency evacuation drills are an excursion they will be treated as such and permission for ongoing excursions obtained every 12 months and during new enrolments, with a copy of the excursion risk assessment available at the service.



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Emergency training

- First aid training:
 - At all times at least one staff member or nominated supervisor must have a current approved first aid qualification, at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training, and at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training. To support this we endeavour that all teaching staff hold each or these certifications to allow for compliance at all times. These certifications will align with the requirements of the ACECQA approved qualifications list (<https://www.acecqa.gov.au/qualifications-0/are-you-qualified>).
 - We have a record of each staff member, their current training and when it is due to be renewed to support this to stay current.

Consultation

As it is a requirement for emergency plans to be developed in consultation with relevant stakeholders, and a copy of any consultation is recorded using the form in Appendix B. We utilise the following relationships to develop our plans and ensure that they are appropriate to our context:

- Emergency services – We engage in consultation and seek feedback from relevant emergency services to ensure that our approaches are in line with their expectations and that we have adequate awareness of current potential threats to the service and how to support their response to these. This includes Fire, Police, SES. We follow relevant social media accounts for any current information and updates as needed. We also invite representatives into the service to engage with the children and build their awareness and observe and give feedback on our rehearsals.
- Local representatives – We engage with community representatives to understand the impact of upcoming events on the service and how to support these. This includes access to mailing lists, attending meetings and monitoring information updates on social media.
- Community stakeholders: We consult with relevant stakeholders who are involved in, or need to be aware of, our emergency response plan. This includes St John's Anglican Church where we evacuate to, the committee of Sutherland Presbyterian Church who we lease from, and other stakeholders as needed.



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Emergency equipment

All fire equipment is maintained in line with the Australian Standards.

- Smoke detectors – These are in good working order and checked every 6 months. Our smoke alarms support AS 3786:2014
- Fire extinguishers – Extinguishers are appropriate to the types of fire, marked on emergency plans in red, maintained every 6 months, and covered by AS2444 which states Fire Extinguishers shall be located in readily accessible positions, normally in a position along an exit pathway and in such a position that the user isn't placed at risk of injury. The maximum height of the top of a fire extinguisher is 1200mm and the minimum amount off the ground is 100mm. Extinguishers shall have their locations clearly indicated by placement of an identification sign, located at 2000mm above floor level and directly above the fire extinguisher.
- Fire blankets – These are located in kitchen spaces. They are single use and will be replaced when used. They do not need to be regularly checked unless visibly worn or damaged. Covered by AS2444.
- First aid kits – As per WHS Regulation 42(3) first aid kits needs to be stocked relevant to the location in which they are kept. First aid kits are based on risk assessments, checked regularly and updated to support requirements. Any expired items are replaced and all items are in good working order and in original, sterile packaging. First aid kits are clearly recognisable by green signage with a white cross and are marked on emergency plans.
- Emergency bags – To support children's safety when it comes to emergency evacuations we have emergency bags that contains the items listed in the Emergency Response Policy. These bags are checked as part of regular systems and updated accordingly as a part of Quarterly WHS Checklist.
- Emergency medications – Children's emergency medications such as asthma and anaphylaxis medications are checked and kept up to date as per medical conditions policy. These will be easily accessible to adults in the case of a medical emergency.

Emergency signage

As per the Australian Standard emergency signage will meet the following requirements:

- Emergency evacuation plan is an A3 size diagram of the building
- Orientation of the building should be matched to the position the person is standing in and be easy to understand the layout
- A 'You are here' orientation point is placed on each map specific to the different exits
- If there is a separate 'assembly point' map it should be in the same orientation as the building map
- Placed between 1.2m and 1.6m high on the wall next to each external exit point
- Designated exits of the building shown on the map in green colour
- Any fire equipment (hydrants, hoses, extinguishers etc.) shown on the map in red



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- Location of assembly points shown either in images (maps) or words (directions)
- A legend used to determine any symbols used and their meanings
- If showing paths of travel these should be in green
- If showing first aid kits these should be white cross on green background
- Emergency response plan is displayed at each exit next to plan
- Relevant contact numbers are displayed by every phone

Associated policies and procedures:

- Emergency Response Policy
- Emergency evacuation procedure
- Excursion policy
- Providing a Child safe Environment
- Medical Conditions
- Enrolment and orientation

Sources:

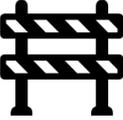
- Education and Care Services National Regulation (2011 SI653). (1st Sept 25)
- First aid in the workplace code of practice – Safework Australia (July 2019)
- Emergency and evacuation floor plans
<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/current-service-providers/emergency/plan/resource-3>

Supports:

- NQS: 2.2.1, 2.2.2, 3.1.1, 4.1.1, 5.1.1, 6.2.3, 7.1.2, 7.1.3
- Regulations: 89, 97, 98, 99, 100, 101, 102, 103, 104, 109, 136, 168(2)(a)(iv), 168(2)(e), 168(2)(g)
- Child safe standards: 1, 2, 3, 4, 5, 7, 8, 10

Appendix A - Emergency Response Risk Assessment

Likelihood	Almost certain: occurs weekly to monthly	Likely: 2-10 times per year	Possible: Every 1-2 years	Unlikely: Every 3-10 years	Rare: Less than once every 10 years
Type of emergency	Likelihood	Potential impact on service	Response approach	Priority	
Medical emergency 	Likely	Supervision risk, possible injury/illness/trauma	Shelter in place – Gather children to a central location to support supervision while responding to the medical emergency. Contact the emergency services. If any children on excursion contact them and let them know of the situation.		
Major weather event 	Likely	Air quality issue, building damage, possible injury/trauma	Shelter in Place – If safe to do so, or unless otherwise instructed, gather children away from doors and windows and keep contained and safe. Evacuate – If instructed to do so or have prior warning		
Building Fire 	Unlikely	Property damage, appliance/equipment damage, impact service operations, possible injury/trauma	Evacuate – Follow procedure for emergency evacuation and move to assembly point. Do not fight fire unless safe to do so. Contact the emergency service and follow their requests. If any children on excursion contact them and let them know of the situation.		
Interruption to utilities 	Possible	Lack of water, telephone systems, internet, power, or gas making operation of the service limited and unable to meet requirements.	Evacuate – As it is against regulations to operate without access to utilities if the interruption is going to be for an extended or undetermined period children will need to be collected from the service and sent home – contact the RA and inform them of the closure, If any children on excursion contact them and let them know of the situation.		

<p>Gas leak</p> 	Unlikely	Medical impacts, increased risk of fire.	Evacuate – Contact the emergency services/gas company. Move children to a safe location away from the gas leak, follow instructions provided by emergency services or gas company. If any children on excursion contact them and let them know of the situation.	
<p>Dangerous person</p> 	Possible	Safety impact for children, staff and visitors, possible injury/trauma.	Lockdown – Gather children to established lockdown location and lock doors and windows. Contact the emergency services. If any children on excursion contact them and let them know of the situation.	
<p>Dangerous animal</p> 	Possible	Safety impact for children, staff and visitors, possible injury/trauma.	Shelter in place – If the dangerous animal is outside gather the children inside where safe to do so. Evacuate – Depending on the animal/location it may be necessary to evacuate all/some children to get to safety. If any children on excursion contact them and let them know of the situation.	
<p>Burst water main</p> 	Unlikely	Localised flooding, road closures, safety impact for children staff and visitors, limited access for families.	Shelter in place – Where the water is not directly impacting the service shelter in place until emergency services can address this issue and follow their instructions. Evacuate – Where instructed to, or where the water is impacting the service safety. Contact the emergency services. If any children on excursion contact them and let them know of the situation.	
<p>Vehicle collision</p> 	Likely	Safety impact for children, staff and visitors, possible injury/trauma, property damage, cut off access to the service for families	Shelter in place – This is likely to impact access to the service for families and may create trauma for children so shelter in place and follow any instructions provided by emergency services. Contact families and let them know to avoid area is necessary. If collision has impacted building follow Building/structural damage response. Contact the emergency services.	

			If any children on excursion contact them and let them know of the situation.	
<p>Building/structural damage</p> 	Possible	Damage to the building, potential injury, potential impact to services, supervision risks, lack of adequate fencing	<p>Shelter in place – Where the damage is not directly impacting children’s safety but does create a supervision or containment risk (e.g. damaged fence) gather children inside and do not go outside.</p> <p>Evacuate – Where damage is significant or children are at risk evacuate building or call families to collect children from the service.</p>	
<p>Flood</p> 	Unlikely	Staff unable to attend, children’s families isolated and unable to attend, service cut off, impact on ratio, impact of children’s safety	<p>Shelter in place – Where flooding is impacting families being able to access the service shelter in place and follow emergency services instructions.</p> <p>Evacuate – Where there is enough warning prior to flooding to evacuate children from the service safely this step should be followed. Where flood water is impacting the service directly evacuate. Contact the emergency services and follow their instructions.</p>	
<p>Bush Fire</p> 	Unlikely	Closure of service during threat, property damage, possibly injury/trauma, air quality issue	<p>Shelter in place – Where the fire is in the area but not directly impacting the service shelter in place and keep in communication with emergency services, follow their instructions.</p> <p>Evacuate – Where the service is at threat from fire, or emergency services have instructed the service, follow evacuation procedure.</p>	
<p>Smoke in environment</p> 	Likely	Medical impact on children/staff with asthma	<p>Shelter in place – Shut doors and windows, where appropriate place wet towels under doors to stop smoke, Follow asthma plans.</p> <p>Evacuation – If smoke is increasing or children are affected consider sending children home.</p>	
<p>Downed power lines</p>	Unlikely	Impact on ability to access or leave the building, injury, impact to utilities.	Shelter in place – contact the emergency services and follow their instructions. If any	



children on excursion contact them and let them know of the situation.



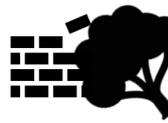
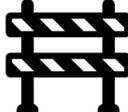
Appendix B - Emergency planning consultation record

Date of consult:		Type of consult:	<input type="checkbox"/> In person <input type="checkbox"/> Phone <input type="checkbox"/> Video call <input type="checkbox"/> Other
Person/People consulted:		Representative(s) of:	
Summary of discussion			
Summary of feedback/ evaluation/input/ reflections			
Summary of outcomes/ changes/improvements			
Completed by:		Completion date:	

Documents updated in line with changes:

Policy
 Procedure
 Signage
 Forms
 Communication plans
 Other _____
 N/A

Appendix C - Emergency Response Practice Calendar

Likely	Medical emergency  Shelter-in-Place	Major weather event  Shelter-in-Place or Evacuation	Vehicle collision  Shelter-in-Place	Smoke in environment  Shelter-in-Place or Evacuation	
Possible	Building Fire  Evacuate	Interruption to utilities  Evacuate	Dangerous person  Lockdown	Dangerous animal  Shelter-in-Place or Evacuation	Building/structural damage  Shelter-in-Place or Evacuation
Unlikely	Gas leak  Evacuation	Burst water main  Shelter-in-Place or Evacuation	Flood  Shelter-in-Place or Evacuation	Bush Fire  Shelter-in-Place or Evacuation	Downed power lines  Shelter-in-Place

Appendix D - Emergency Response Planner: 2026.

Start with Likely scenarios, followed by possible then unlikely.

Alternate between Shelter-in-Place/ Lockdown and Evacuation.

Alternate between Mon/ Tue group and Thurs/ Fri group.

Emergency planning practices can be carried out more often than the designated dates.

Term	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10
T1, 2026		Evac			SIP/ L			Evac		
T2, 2026		SIP/ L			Evac			SIP/ L		
T3, 2026		Evac			SIP/ L			Evac		
T4, 2026		SIP/ L			Evac			SIP/ L		

Appendix E - Emergency Response Record: T4, 2025 to 2026.

Term	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10
T4, 2025										
T1, 2026										
T2, 2026										
T3, 2026										
T4, 2026										