

7.6 Emergencies Lockdown and Evacuation Policy

Policy number: 7.6
Date last reviewed: January 2025
Reviewed by: Child Care Team

This policy relates to Family Day Care/Venue Care/In Home Child Care	
Policies	<p>Incidents, injury, trauma and illness 7.1</p> <p>Premises and Facilities for FDC Homes and Venues 7.14</p> <p>Duty of care Supervision and Risk Management 7.5</p> <p>Fire Safety 7.14 (d)</p> <p>Critical Incident 4.10</p> <p>Toxic and Dangerous Products Policy</p> <p>Appendix Attachment 5-6-10</p> <p>Disaster Management plan</p>
National Quality Standards Early Childhood Education & Care	<p>2.2 Each child is protected</p> <p>2.2.2 Incident and emergency management</p> <p>7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.</p>
Resources	<p>Accidents, emergencies and first aid – https://www.ecrh.edu.au/docs/default-source/resources/ipsp/accidents-emergencies-and-first-aid-policies-in-practice.pdf?sfvrsn=8</p> <ul style="list-style-type: none"> • Display of emergency and evacuation floor plan and instructions – https://earlychildhood.qld.gov.au/legislationandguidelines/pporresources/fact%20sheets/nqf-emergency-evacuation-exits.pdf • Emergency and evacuation policies and procedures under the National Law – https://www.vision6.com.au/em/message/email/view.php?id=1411534&a=51732&k=Qj09YLryzGzYddcRriDRmxVQkyV8fx2G3uE-tGJXmxQ • Emergency procedures for educators in family day care and in home care – https://www.ecrh.edu.au/docs/default-source/resources/ipsp/emergency-procedures-for-educators-in-family-day-care-and-in-home-care.pdf?sfvrsn=6 • Guide to the National Quality Framework – https://www.acecqa.gov.au/nqf/about/guide • Guidance for approved providers – early childhood education and care services operating in multistorey buildings – https://earlychildhood.qld.gov.au/legislationAndGuidelines/PPORresources/Fact%20sheets/NQF-Fact-Sheet-multi-storey-buildings.pdf#search=multi%20storey • Incident and emergency management – https://earlychildhood.qld.gov.au/legislation-andguidelines/health-and-safety/incident-and-emergency-management • Managing Emergency Situations in Education and Care Services – https://www.ecrh.edu.au/docs/default-source/resources/ipsp/managingn-emergency-situations-in-education-and-care-services.pdf?sfvrsn=8 • Risk assessment and management - https://www.acecqa.gov.au/media/29421

Purpose

To provide a safe environment in which to play and learn. Appropriate care in the event of an incident and protection from disasters. Including well planned and practiced emergency/evacuation procedures to maintain a safe environment for children.

Policy

As part of risk management, educators are required to have emergency plans and practice emergency evacuation every 3 months, this includes evacuation and lock down procedures.

Review of evacuation and lockdown procedures to occur annually as part of annual review process. Link to training will be sent in January each year.

An emergency or evacuation could be the result of fire, flood, bushfire, chemical spill, bomb scare, severe weather condition or child protection issue.

Emergency and Evacuation Procedures Regulation 97

The emergency and evacuation procedures required under regulation 168 must set out:

- (1) Instructions for what must be done in the event of an emergency; and
- (2) An emergency and evacuation floor plan.

For the purposes of preparing the emergency and evacuation procedures, the service must ensure that, risk assessment is conducted to identify potential emergencies that are relevant to the service:

- (1) The emergency and evacuation procedures are rehearsed every 3 months; and
- (2) The rehearsals of the emergency and evacuation procedures are documented.

Examples of emergency situations that might affect an education and care service:

- Burst water main or pipe
- Fire
- Flood
- Severe storm or dust storm
- Atmospheric contaminant
- Dangerous animal, insect or reptile
- Violent or potentially violent individual
- Bomb Threat
- Siege or hostage situation
- Gas Leak
- Lost, missing, unaccounted for child

The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instruction are displayed in a prominent position at eye level **near each exit** at the education and care service premises, including a family day care residence and approved family day care venue. High set homes should have more than one exit point identified and be used for evacuation procedures. With High set homes there needs to be consideration of the ages of children in care and ability of the children in care to evacuate effectively. In some cases, educators may have contract limitations on the ages of children in care to ensure that the evacuation process is safe and manageable.

Consideration for children under the age of 2yrs or children unable to walk independently needs to be part of the evacuation planning and may include using specific resources to aid in the evacuation

process which could include where appropriate: (resources used need to be at the exit point ready for use).

- Porta cot on wheels
- Baby Sling/papoose
- Dual pram

It is the educator's responsibility to consider and identify safe procedures specific to their home and the ages of children in care – this may occur through consultation through QLD Fire Safety. It is important to practice the alarm and prepare all children considering each child's behaviour, ability.

Evacuation Plan

Each educator should have a documented evacuation plan for fire and other emergencies for their residence. ***Refer the Emergency Evacuation Plan Example below.***

Copies need to be displayed at all exit points in accordance with Education and Care Services National Regulations. The plan should be displayed for parents to view with a copy held on scheme records. Evacuation plans should reflect possible reasons for evacuation and consider where the children might be at different times of the day e.g. playing, sleeping or eating meals. The plan should note a meeting place in the event of an evacuation; indicate the position of smoke alarms, fire blanket and/or fire extinguisher and first aid kit.

The emergency evacuation plan should include steps to be followed in the event of an evacuation including:

- (1) Sound alarm;
- (2) Remove all children and adults through exit points;
- (3) Ring 000, or mobile 112 advise Fire Service of exact address and closest cross road, extent of fire and if everyone is out of the building;
- (4) Contact service – Beaucare (07) 5541 3588; Manager 0421311618
- (5) The last person out should close doors to contain the fire;
- (6) Meet at Assembly/meeting point and complete a head count;
- (7) Remain at meeting point and wait for Emergency Services.

It is recommended that the plan should also indicate the position of smoke alarms, fire blanket and/or fire extinguisher, first aid kit and where the emergency contact details of all children at the service are kept.

The service requires an up-to-date copy of the emergency evacuation plan prior to educators starting with the service. It is the educator's responsibility to update this plan and advise the service as needed. Educators are encouraged to discuss the evacuation in advance with children and

assist children to learn strategies like “Stop, Drop, Roll” if their clothes catch fire or “Get down low and go, go, go” in case of a fire evacuation.

Evacuation drills and lock down procedures must be documented and evaluated on the effectiveness of the procedures and practice.

It is recommended that an emergency evacuation drill /lock down procedure be conducted with consideration of when new children are commencing care to ensure that all children at different times are familiar with the process. It is also recommended to involve families in the evacuation and lock down process so they are familiar.

Each home and workplace must have ready access to an operating telephone that is available at all times for sending and receiving calls. Telephones should be located where educators can easily access them without leaving children unsupervised. If this is a mobile phone, it must be capable of making and receiving calls i.e. that is not locked for outgoing calls, out of a service area or out of credit. Children should be instructed in the use the telephone to aid in an emergency.

Each home must have an adequate number of smoke alarms, which are tested regularly, and batteries replaced as needed, or at least annually. Rooms where doors will be closed for resting children must have a smoke detector or doors must remain open.

Each home is required to have a working fire extinguisher and/or fire blanket readily accessible near areas where fires could start (e.g. the kitchen). During induction, educators are given Work Instruction sheets on the operation of both fire extinguishers and fire blankets. It is recommended that educators complete fire safety training when they start as an educator and develop their evacuation plan in line with the training.

Fire evacuation procedures will be prompted by email to occur every 3 months from the service, however educators must be responsible for this process to occur and send drill documentation to the office.

January each year the below links or most current fire training links will be sent to educators for their professional training and review of the evacuation and lockdown procedures. Educators can provide other forms of fire training by sending a certificate or details to the office. Fire drills and lock down drills are noted on calendar of events as reminders.

Please follow the link to the Qld Fire Safety

https://www.qfes.qld.gov.au/communitysafety/home/documents/QFRS_EvacPlan.html

Educators are to use <https://www.qfes.qld.gov.au/fireescape/>

In addition, resources are also available on the early childhood resource hub - <https://www.echr.edu.au/resources/detail/index/managing-emergency-situations-in-education-and-care-services>

The QLD RA have also published a fact sheet

<https://qed.qld.gov.au/earlychildhood/service/Documents/pdf/nqf-emergency-evacuation-exits.pdf>

Rural properties need to also consider bushfires and due to increased risks the educator should develop their plan with the local rural fire brigade alerting them that the educator provides a child care service.

https://www.ruralfire.qld.gov.au/BushFire_Safety/Pages/Prepare-for-bushfire-season.aspx

Emergency Bag

It is good practice to have an emergency bag accessible that can include water bottles, nappies, some packaged long lasting food, tissues, books, first aid kit and emergency contact details for families, or items to use with children if you are in a space for a period of time, include medication if relevant to educator or children. The emergency bag needs to be close to the exit points for easy access. (Out of reach of children if there are medications inside)

Fire extinguisher gauges should be checked regularly to ensure they are in working order, and if there are any concerns, they should be checked by a professional or replaced.

Plans need to be forwarded to the service to allow a copy to be retained.

Lock down procedures

Lock down procedures need to be considered whenever there is an external threat in the local area or immediate area to where children are. This could include a custody or domestic violence situation, bomb threat, stranger or unauthorised person trying to access the area.

It is important to consider where the safest area of your home is for children to go and be away from windows or doors as much as possible. Children need to be familiar with this area and this is the reason to practice a lock down procedure.

Family Day Care homes are generally already working in a lock down procedure process at the beginning of every day, where the doors are key locked, windows are secured and gates are secured preventing children from leaving the area but also preventing strangers and other risk situations from entering the home environment.

To be prepared for a lock down procedure

Practice a lock down and identify what is going to work best for your environment and the children, you may not be able to set off an alarm for a lockdown so decide how you will move children to a safe space.

Emergency Evacuation Plan Example

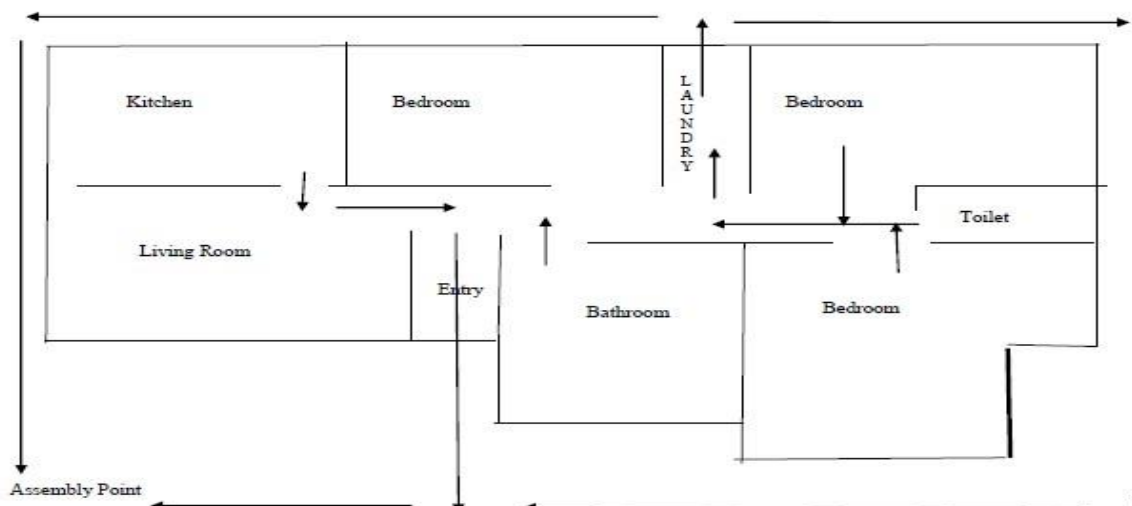
**BEAUCARE CHILD CARE SERVICES
EMERGENCY EVACUATION PLAN**



- Draw a floor plan of your home (see second page)
- Mark exit points from each room (windows and doors)
- Include position of smoke alarms
- Fire Blankets &/extinguisher
- First Aid Kit
- List of children's emergency contacts
- Mark a meeting/assembly place at the front of the house or in a safe location

Emergency Evacuation Plans must be displayed at each exit of the home.

Example evacuation plan for a domestic family dwelling



Include on the plan simple steps to follow in the event of an evacuation

1. Sound alarm
2. Remove all children and adults through exit points
3. Ring 000, advise Fire Service of exact address, extent of fire and if everyone is out of the building
4. Contact service—Beaucare 5541 3588
5. The last person out should close doors to contain the fire.
6. Meet at Assembly/meeting point and complete a head count.
7. Remain at meeting point & wait for Emergency Services

Office use only	Do you require copies? Yes No
Form received	If yes how many?
Evacuation Plan copied	Original returned to educator
Copy placed in visit folder	

Floor Plan

As a means to assist in planning how your home is to be used for childcare, it is recommended educators discuss/ prepare a floor plan of the home (this will occur prior to educators being approved to start their service and must be updated with coordinators when there are changes to the environment) indicating the following:

- Any room or areas that are *out of bounds* to children;
- Areas which are to be used for children sleeping;
- Area where children's bags/belongings are to be stored;
- Area where meals are to be served;
- Shaded outdoor areas and what they are to be used for;

- Areas for messy playing;
- Cosy/quiet areas;
- Space to store ongoing projects;
- Space for school-aged activities;
- Areas where dogs may be fenced separately if required;
- Location of emergency contact list/book;
- It is recommended that each plan should identify where you are with closest exit point identified.

Changes to areas used/accessed by children will need the floor plan to be updated.

Plans should be forwarded to the service to allow a copy to be retained.

Emergency Plans

It is recommended for educators to plan for emergency situations that may affect their environment including bushfires, floods and other natural disasters. Educators need to make appropriate plans in the event of an emergency to include consideration of who they would call on to assist them with the supervision of children until parents were able to collect the children, or if they needed to call an ambulance or emergency service.

It is recommended that educators consider what they would do in the event that one of their own family members had an emergency. It is recommended that educators register their service with local emergency services (e.g. rural fire brigade) so that in an emergency the emergency services will know that they are operating a childcare service. Educators should also consider what their emergency plan would be in the event of a bomb scare, hostage situation or other emergency caused by people.

The educator is only able to absent themselves from their role as educator of the children if there is an approved assistant educator at the home. This includes the situation if an ambulance is called or there is an emergency that affects the educator or their own family members.

An educator cannot attend to an external emergency affecting their own family or go with the ambulance if there are other children who remain in care. It is the decision of the ambulance to wait for the parent to arrive or transport the child without an accompanying adult.

Family Day Care Educator Assistant Regulations

If an approved assistant educator is at the home, they must be approved by Beaucare Family Day Care and meet all requirements according to the Education and Care Services National Regulations 144,163,136: Refer to policy 3.1 Educator Contractor Description and Policy.

Regulation 136

The approved provider of a family day care service must ensure that each family day care educator and family day care educator assistant engaged or registered with the service (refer codes available at www.acecqa.gov.au):

- a. holds a current approved first aid qualification; and
- b. has undertaken current approved anaphylaxis management training; and
- c. has undertaken current approved emergency asthma management training.

Although risk management can be planned, it is not possible to plan for all situations. The service will assist wherever possible by having a coordinator attend the educator's home/site to support the emergency situation.

All families give permission for a Beaucare Coordinator to be the assistant educator in an emergency by signing the Parent Care Arrangement form at enrolment. This will occur in situations where it is possible. Where there will be delay in the arrival of the assistant educator the educator is required to continue to care for the children and arrange for their collection. The educator must not leave the children in care with anyone for any reason unless they are an approved educator assistant with Beaucare.

All families enrolling with Beaucare will be advised through the parent handbook and enrolment process that in an emergency they are accepting and agreeing to the following emergency procedures:

- The educator or office will make all attempts to contact parents as soon as possible- parents are responsible to arrange immediate collection of their child as requested by the educator or office;
- Emergency aid, medical, hospital and ambulance services will be called as required for any emergency situations;
- Emergency contact persons as outlined on enrolment forms will be called to collect your child from care if parents are not contactable;
- Coordinators will be able to care for children in care as needed if there is an emergency situation affecting the educator, or the educator needs assistance;
- Educator assistants are able to care for children as nominated by the educator in an emergency situation without notice to families;
- Crisis care services will be called if children are at risk or have not been collected from care after all efforts have occurred to contact parents and emergency contacts.

In all emergency situations the service needs to be contacted urgently to ensure any assistance possible is provided and to guide the educator in following the most appropriate procedure. If the emergency occurs out of office hours, the service after-hours number should be called.

Parents will be contacted in any emergency situation to arrange collection of all children. Refer to the Emergency Action Plan.

All families give permission for the educator or service to contact an ambulance or arrange medical treatment in an emergency for their child by signing the Parent Care Arrangement form at enrolment.

Relevant Legislation

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Reg 97 Emergency and evacuation procedures

Reg 98 Telephone or other communication equipment

Reg 167 Offence relating to protection of children from harm and hazards

Reg 168 Education and care services must have policies and procedures

Reg 169 Additional policies and procedures - family day care

Reg 170 Policies and procedures to be followed

Reg 171 Policies and procedures to be kept available

Reg 172 Notification of change to policies or procedures

Key Resources

Fire Protection Association of Australia

www.fpaa.com.au

Queensland Fire and Rescue Service

www.fire.qld.gov.au

Qld Government Fire Escape Planner

<https://www.fire.qld.gov.au/planning/>

Kid safe Queensland

www.kidsafeqld.com.au

Family Day Care Australia

Managing Emergency Situations in Education and Care Services

www.fdca.com.au

https://www.qfes.qld.gov.au/communitysafety/home/documents/QFRS_EvacPlan.html

Educators are to use: <https://www.qfes.qld.gov.au/fireescape/>

Related

[Appendix F QIP and Compliance](#)

[Appendix H Safe Work Practice](#)