

Emergency and Evacuation Policy



Policy Relevant to:	Educators, Team Members, Visitors, Contractors and Families
Policy links:	Emergency Management Plan
Last Reviewed:	July 2025
Next Review:	July 2027
ECS National Law:	S165A, S174(2)(a), S174(2)(c)
ECS National Regulations:	r4, r12(d), r97, r98, r99, r136, r168, r170, r171, r175
NQS:	2.2, 2.2.1, 2.2.2, 7.1.2, 7.1.3

Rationale

Under the *Education and Care Services National Regulations*, Adventure Patch must ensure that policies and procedures are in place for emergency and evacuation and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

Emergency situations in early education and care services may arise for a variety of reasons, which can be sudden and unexpected and may require evacuation. It is vital that if an emergency arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Ensuring that educators and children know what to do in an emergency situation requires planning and practice. Regularly practicing the drills for emergencies also provides an opportunity to help support and build on children's coping mechanisms and resilience.

Purpose

Adventure Patch has a duty of care to maintain the safety and well-being of each child, educator, and all persons using or visiting a service during an emergency or evacuation situation. We are committed to identifying risks and potential hazards of emergency and evacuation situations by conducting thorough risk assessments on an annual basis and continually plan for further risk minimisation and improvement to our policy and procedures.

Implementation

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to people, or damage to an Adventure Patch premises. Emergencies may pose a risk to an individual's health and safety. It is important that Adventure Patch services identify potential emergency situations that may be specific to their location and environment.

An emergency is any situation or event where there is an imminent or severe risk to the health, safety or well-being of children at Adventure Patch services. National Regulations state that emergency evacuation rehearsals (drills) are to be practiced and reviewed every three months by the responsible person, all staff members, volunteers, visitors and children present on the day. (Guide to the NQF).

Circumstances under which an emergency evacuation will occur may include:

- Fire within the building or playground.
- Fire in the surrounding area where the Service may be in danger.

- Flood
- Severe storm or other natural weather event.
- Dangerous animal, insect, or reptile.
- Terrorist threat
- Intruder
- Other circumstances may include:
 - gas explosion, traffic accident, or any event which could render the building unsafe (e.g., earthquake).

Adventure Patch will conduct a comprehensive risk assessment to identify any risk/s or hazards associated with potential emergencies that may affect the safe evacuation of children or people from the service.

All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement in our services. If a risk concerning the safe evacuation of a child is identified during the risk assessment, Adventure Patch will update the Emergency and Evacuation Policy and Emergency Management Plan as soon as possible. The risk assessment is to be stored safely and securely and kept for a minimum of 3 years.

The Australian Warning System (AWS)

The Australian Warning System (AWS) is a nationally consistent, three-tiered approach designed to make warnings clearer and lead people to take action during emergencies such as bushfires, floods, storms, extreme heat and severe weather. The warning system comprises of levels, action statements, hazard icons, colours and shapes.
<https://www.ses.nsw.gov.au/about-us/our-warnings/>

The three warning levels are:

1. **Advice (Yellow):** An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Monitor conditions.
2. **Watch and Act (Orange):** There is a heightened level of threat. Conditions are changing and you need to start taking action now. Prepare to leave/evacuate. Do not enter flood water.
3. **Emergency Warning (Red):** An Emergency Warning is the highest level of warning. You need to take action immediately. Leave/evacuate immediately by am/pm/hazard timing.

When there is an Emergency Warning, educators need to prepare for possible emergency evacuation and implement the procedures effectively to ensure the safety of all children, staff, families and visitors in the Service.

Adventure Patch will ensure that:

- Emergency and evacuation policies and procedures are available for inspection at the Adventure Patch service's premises at all times.
- Risk assessments are conducted to identify potential emergencies that are relevant to our services.
- Emergency evacuation plans are displayed in prominent positions near each exit at the Service premises including both the indoor and outdoor learning areas.

Emergency Management Plan

To guide our response in specific emergency situations Adventure Patch has developed a dedicated Emergency Management Plan. This will be reviewed annually and provides procedures for management and staff during an emergency.

IMPORTANT:

Following the emergency evacuation, the Centre Leader / Coordinator will complete an *Incident, Injury, Trauma and Illness Record*.

Adventure Patch will make a notification of a serious incident to a regulatory authority (within 24 hours) through the [NQA IT System](#) when emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.

Dealing with Trauma

Emergencies and natural disasters are extremely stressful, and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many ways. Children look to adults for reassurance, care and opportunities to share their feelings. Staff need to understand the impact of disasters and seek help when needed.

Adventure Patch will support educators in providing information to parents and families following any emergency or natural disaster including:

- Will the service be open in the days and weeks ahead?
- How to find alternative care and education
- How to contact services for support with dealing with trauma

Adventure Patch offers support for staff in these situations through our Employee Assistance Provider:

Positive Solutions

Phone: 1800 064 039

www.positivesolutions.com.au

Jurisdiction Specifications for Tasmania	
<ul style="list-style-type: none"> • State Emergency Service Tasmania: www.ses.tas.gov.au • Tasmanian Fire Service: www.fire.tas.gov.au • Tasmanian Police: www.police.tas.gov.au 	

Related Policies

Acceptance and Refusal Authorisation Policy Administration of First Aid Policy Arrival and Departure of Children Policy Child Safe Environment Policy Enrolment Policy Emergency Management Plan	Health and Safety Policy Incident, Injury, Trauma and Illness Policy Retention of Records Policy Supervision Policy
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Source

Australian Children's Education & Care Quality Authority. (2023). Policy and procedure guidelines- [Emergency and evacuation guidelines](#).

Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Children's Education & Care Quality Authority. (2023). [Multi Storey Buildings: Evacuations and Approvals](#)

Australian Government. Business. (2024). [Emergency management](#).

Australian Government Department of Education. (2023). [Help in an emergency](#)

Australian Government. National Emergency Management Agency. [Australian Warning System](#).

Early Childhood Australia Code of Ethics. (2016). [Education and Care Services National Regulations](#). (Amended 2023).

Fire Protection Association Australia: www.fpaa.com.au/

Fire System Services: <http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>

NSW Department of Education. (2023). [Emergency Planning, Management, Response and Recovery](#)


NSW Rural Fire Service: www.rfs.com.au

Work Health and Safety Act 2011.

Review History

Policy Reviewed By:	Tim Short	CEO	July 2025
POLICY REVIEWED	July 2025	NEXT REVIEW DATE	July 2027
Modifications	<ul style="list-style-type: none"> • General policy maintenance • Updated national laws and regulations • Checked hyperlinks • 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
June 2024	<ul style="list-style-type: none"> • Updated as required • Checked hyperlinks • Added related policy list • Added sources list 		July 2025

Signed

CEO:	
Manager:	S. Norris