EMERGANCY, LOCK DOWN AND EVACUATION POLICY

Date last reviewed	February 2026
Next review date	February 2027

What areas does this policy cover

- **Bush Fire**
- **Emergency and Evacuation**

Policy Statement

Bullfrog Children's Centre is committed to ensuring the health, safety and wellbeing of all children, staff, families and visitors in the event of an emergency or critical incident. The service will implement clear procedures and proactive strategies to prepare for, respond to and recover from emergencies, including fire threats. These procedures aim to minimise risk and ensure calm, efficient and safe management of any emergency affecting the service or surrounding area. Bullfrog Children's Centre identify potential risks, provide appropriate resources and equipment, and ensure all persons are prepared to respond effectively to emergencies and critical incidents.

Background Statement

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to emergency and evacuations. Bullfrog Children's Centre sees emergencies and evacuations as a priority. Knowledge, practices and appropriate response to all situations is an essential component of a safe and nurturing learning environment.

Legislative Requirements

Area	Legislation / Regulation	NQS	EYLF
Bush fire	Education and Care Services National Law Act 2010 – Section 167 Education and Care Services National Regulations 2011 – Regulation 97 Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 NSW Fire and Rescue – Fire Safety in Early Childhood Centres (2023)	QA2.2.2 QA2.2.1	Outcome 3
Emergency and Evacuation	Education and Care Services National Regulations 2011 – Regulation 97, 98, 136, 168-172, 175 Australian Disaster Resilience Handbook 4 – Evacuation Planning National Construction Code – Building Classifications	QA2.2.2, QA6.1.3 QA7.1.2	Outcome 2 & 3

Induction and ongoing training

On induction all new Employees are required to familiarise themselves with all Policies and Procedures of Bullfrogs Children's Centre. Should information be updated or there are changes to this policy or the Legislative Requirements associated with this policy, Employees will either be informed or will undergo training at the next staff meeting.

Bullfrog Children's Centre

EMERGANCY, LOCK DOWN AND EVACUATION POLICY

Policy reviewed

This policy and procedures will be reviewed by Management, Employees, Families and Children annually. Management will review, then forward to Employees and Families to review via Kinderloop. Children will review as part of a talking mat process.

Bush Fire

Prevention and Strategy Plan

The service will:

- Be aware of emerging issues in the local area
- Maintain an up-to-date Evacuation Policy
- Conduct regular roof inspections and clear leaves and debris
- Maintain a non-combustible fence around the service
- Cut back overhanging trees and shrubs

Safety Measures for the Building

In the event of a fire threat, the service will:

- Fill downpipes and gutters with water
- Turn off electricity
- Hose the outside of the building
- Douse nearby shrubs and grass with water
- Ensure a portable first aid kit is accessible
- Close all doors and windows

Crisis Plan

If children and staff are required to remain inside the building:

- Place children under sturdy tables.
- Cover tables with wet towels or blankets over the top and down the sides.
- Remain sheltered until the fire has passed.
- Educators will remain calm and comfort children showing signs of distress.
- After assisting children under shelter, one staff member will check the building to ensure all children are safely sheltered.

Roles and Responsibilities

Roles	Responsibility
Approved Provider	The Approved Provider and Nominated Supervisor will ensure that: • Ensure the service complies with all relevant emergency management legislation and regulations. • Ensure adequate resources, training and equipment are available for emergency preparedness. • Support the Nominated Supervisor in implementing emergency procedures.

Nominated Supervisor	Nominated Supervisor will:
	• Remain calm and lead emergency response procedures.
	  • Call 000 if there is an immediate threat of fire to the service.
	  • Contact the NSW Rural Fire Service Information Line on 1800 679 737.
	• Evacuate the service if advised by Emergency Services and follow emergency evacuation procedures.
	• If time permits prior to evacuation:
	  • Notify parents to collect their children.

	• Consult police regarding evacuation location. • Take the centre's roll, contact phone numbers, portable first aid kit, medical plans, service phone, medications and water (if possible). • Advise police of the service mobile phone number.
Educators	Educators will: • Support the direction of the Nominated Supervisor. • Assist in implementing prevention strategies and the emergency response plan. • Follow emergency evacuation procedures when required. • Remain calm and provide reassurance and comfort to children.
Families	• Ensure the service has up-to-date emergency contact details. • Respond promptly to communication from the service during an emergency. • Follow directions provided by the service or emergency authorities.
Children	• Participate in emergency drills and follow educator instructions. • Remain with educators during emergency situations. • Seek support from educators if feeling scared or distressed.

Emergency, Lock down and Evacuation

Risk Assessment for Potential Emergencies
In preparing emergency and evacuation procedures, the service conducts comprehensive risk assessments to identify potential emergencies relevant to the service.
The Emergency Management Folder (located in the service office) contains:

- Detailed risk assessments and control measures for identified emergencies. Documentation is reviewed periodically and updated as required.
- Specific procedures for emergencies including:
    - Natural disaster
    - Fire or smoke
    - Bomb threat
    - Snake or dangerous animal
    - Act of terrorism
    - Chemical or hazardous spills
    - Loss of power or water
    - Intruders
    - Infectious disease outbreak
    - Death of a child or adult
- A copy of the emergency and evacuation floor plan displayed prominently in the foyer and near each exit (Regulation 97(4)).
- Staffing rosters ensuring at least one educator with approved first aid, anaphylaxis and asthma management training is in attendance at all times (Regulation 136).
- Clearly displayed emergency telephone numbers above every telephone.

Implementation Bullfrog Children's Centre

EMERGANCY, LOCK DOWN AND EVACUATION POLICY

Discovering an Emergency

- Any educator discovering an emergency must alert the entire service immediately.
- The educator will initiate either LOCKDOWN or EVACUATION depending on the situation.
- Immediate action must be taken to ensure safety.

Evacuation Drills and Emergency Evacuation

- Evacuation drills occur at least every three months without notice and at varying times (Regulation 97(3)(a)).
- Each drill is documented and retained for a minimum of three years (Regulation 97(3)(b)), including:
    - Date and time
    - Number of people present and evacuated
    - Time taken
    - Simulated conditions
    - Issues encountered
    - Weather conditions
    - Absences
    - Additional notes
- A variety of simulation styles are used (indoors, outdoors, off-site).
- A large emergency cot is maintained for non-walking children.
- Emergency whistles are located throughout the service and used for evacuation only.

After the Emergency

- If the building is unsafe, families will be notified to collect children.
- If safe to return, educators will reassure children and discuss the event appropriately.
- Counselling services will be considered if required.
- A follow-up drill will be scheduled if necessary.
- A full incident report and evaluation will be completed.

Procedures

Evacuation
Assembly Area:
Front of 126 Woronora Rd Engadine, at the end of the path near the letterbox.
Educator Witnessing the Event
• Blow whistle three times and announce location of danger.
• Collect phone, emergency bag, roll and charged iPad (Xplor access).
• Check all areas.
• Close doors and windows where safe.
• Exit last where possible.
• Call 000 when safe.
• Inform emergency services of numbers accounted for and building details.
All Educators and Staff
• Assist children to evacuate.
• Count children at the gate (two educators).
• One educator supervises at assembly point.
• Leader calls roll.
• Contact families for collection once safe.
• Keep children calm.
• Families sign children out upon collection.

Bullfrog Children's Centre

EMERGANCY, LOCK DOWN AND EVACUATION POLICY

Bomb Threat
- Notify staff immediately and evacuate.
- Call police.
- Do not hang up during phone threats.
- Complete Phone Threat Checklist.

Lock Down
Alarm Procedure
1. Shake bell twice.
2. Announce: "This is a LOCK DOWN."
3. "This is not a fire drill."
4. Instruct everyone to remain low, calm and quiet.

During Lockdown
- Call 000 immediately.
- Remain in rooms; seal and lock doors/windows if possible.
- Keep children low and out of sight.
- Move outdoor groups inside quickly.
- Collect phone, emergency bag, roll and iPad.
- Remain until "All Clear" is announced.

"All Clear" Signal
- Announcement: "The lock down has now ended."
- Complete Lockdown Checklist.

Medical Emergency
- Follow DRSABCD.
- Call 000 if required.
- Monitor pulse and breathing.
- Administer medication if prescribed.
- Contact family immediately.

Ambulance Required Care
- First aid officer calls 000.
- Family notified immediately.
- Staff member accompanies child with medical file.
- Maintain ratios where possible.
- Family signs child out at hospital.

Roles and Responsibilities

Roles	Responsibility
Approved Provider	• Ensure every reasonable precaution is taken to protect children from harm and hazards. • Conduct and review annual risk assessments (Regulation 97(2)). • Ensure emergency procedures, floor plans and risk assessments are attached to this policy. • Provide access to communication equipment and display emergency numbers. • Provide and maintain emergency equipment (fire extinguishers, blankets). • Ensure equipment is tested as required. • Ensure emergency rehearsals occur every three months and are documented.

Bullfrog Children's Centre

EMERGANCY, LOCK DOWN AND EVACUATION POLICY

Nominated Supervisor	• Implement emergency procedures as directed by the Approved Provider. • Liaise with local fire authorities to review evacuation plans. • Ensure evacuation floor plans are displayed prominently (Regulation 97(4)). • Ensure all staff are trained and aware of evacuation points. • Ensure families are informed of emergency procedures. • Schedule and document regular and spontaneous rehearsals. • Provide evaluation forms and feedback after drills. • Ensure documentation of all rehearsals and actual evacuations. • Maintain updated emergency contact lists.
Educators	• Maintain accurate attendance records for children and staff. • Display emergency procedures near room exits. • Practise internal and external evacuation procedures. • Familiarise relief staff and visitors with procedures. • Maintain emergency bags and complete monthly checks. • Conduct regular headcounts. • Provide children with learning about emergency procedures. • Remain alert to children's needs during drills. • Assist in identifying risks and improving procedures. • Be confident using communication and emergency equipment.
Families	• Familiarise themselves with the service's emergency procedures. • Ensure attendance records are completed on arrival and departure. • Keep emergency contact details up to date. • Follow staff directions during emergencies and rehearsals.
Children	• Participate in evacuation drills. • Follow educator instructions during emergencies. • Remain with educators and designated groups. • Express concerns or fears to educators for support.