

1. Policy Statement

St Nicholas is committed to ensuring the safety, health and wellbeing of children attending our services by identifying the risks and hazards of any emergency and evacuation situation.

To ensure maximum safety and preparedness in the event of an emergency or evacuation situation, St Nicholas staff will identify and assess risk and hazards and accompany children to regularly practice emergency and evacuation procedures.

2. Purpose

The purpose of this policy and procedure is to:

- Outline the practices St Nicholas services and employees will implement to identify the risks and hazards of emergency and evacuation situations.
- Ensure all staff are confident in managing situations effectively and efficiently.
- Ensure families are informed of, and have access to, the service's procedures relating to emergency and evacuation situations.
- Support compliance with the Education and Care Services National Law and National Regulations, which require services to have policies and procedures in place regarding emergency and evacuation situations.

3. Procedure Direction

Step	Detail
Risk assessment	• An Emergency Risk Assessment will be developed to identify potential risks and hazards of emergency situations relevant to the service. The Emergency Risk Assessment forms part of the services Emergency Management Plan (EMP) and includes specific procedures to be followed in the event of emergency or evacuation situations including, (but not limited to): flood, fire, major external emissions/spills including gas leaks, security threats including intruder, bomb and substance, severe weather events, smoke, snakes and earthquakes. • The EMP and Emergency Risk Assessment will be reviewed by staff and educators at least every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service.

Emergency and evacuation floor plans	- Emergency evacuation floor plans and instructions will be displayed in a prominent position near each exit at the service to support children, staff, educators and visitors to evacuate safely if required - Plans and instructions will be developed in consultation with a fire safety and compliance consultant, and will be reviewed at least once every 5 years or if any changes have been made to the layout of the service premises
Preparing for an emergency or evacuation	The service will prepare for an emergency or evacuation by ensuring staff and educators are trained and familiar with evacuation procedures including: - emergency and evacuation floor plans and instructions displayed in a prominent position near each exit. - a range of relevant emergency situations and evacuations are rehearsed and documented in OOWNA at least every 3 months. - clearly defined assembly points as indicated on the Evacuation Floor Plan - emergency phone numbers should be displayed in a prominent location accessible to educators - the location of the portable Evacuation Bag - ready access to firefighting equipment - ready access to the service mobile - emergency evacuation cot (EE only) is to be checked regularly and maintained in a sturdy condition to ensure its safety at all times It is essential to plan for emergency situations by defining the roles and responsibilities of educators and staff. These roles and responsibilities must be discussed and practiced.
Evacuation Bag	An adequate number of evacuation bags are maintained and include: - a basic first aid kit - water, disposable cups - children's necessities such as wipes, tissues - sunscreen - pen, paper and torch - a Hi Vis Safety Vest Additional items for Early Education: - nappies - sipper cups - rope for children to hold onto
OOSH Only	OOSH Coordinators will liaise with the School and/or Parish to establish: - the school/parish building evacuation points - the school/parish building lockdown procedures

	- the mobile phone number for the Principal or delegate for contact during an emergency - all visitors to OOSH have signed in at school reception during school operational hours - obtain a copy of the school's bushfire or flood evacuation plans and include in the service EMP
Firefighting equipment	- Ready access to emergency equipment such as fire extinguishers and fire blankets which should be located near areas where fires are likely to start, such as the kitchen - To ensure fire equipment is maintained in proper working condition, fire extinguishers and fire blankets will be tagged and tested every 6 months in accordance with Australian Standard AS 1851—2012, and by a certified professional. - Smoke detectors and emergency exit lights are tested every six months. Use of fire equipment - Nominated Supervisor, staff and educators will be aware of the correct use of a fire extinguisher, the acronym PASS can be used to support educators/staff in the correct use of fire extinguishers: - Pull pin or release lock - Aim low at the base of the fire - Squeeze handle - Sweep fire extinguisher from side to side at base of fire
Emergency situations	- Refer to each services individual Emergency Management Plan (EMP) for instruction on responding to specific emergency situations. - Each EMP contains clear steps to be taken before (if relevant), during and after an emergency including reporting responsibilities. - In all emergencies, follow the directions of emergency services personnel if they are on-site

4. Roles and Responsibilities

Role	Responsibility
Approved provider	- Ensure that the obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met. - Take reasonable steps to ensure that the Nominated Supervisor, St Nicholas team members follow the policy and procedures. - Facilitate the development and/or maintenance of the emergency and evacuation floor plans. - Ensure emergency equipment is tested within the timeframes recommended by

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	recognised authorities.
Nominated Supervisor Responsible Person	• Ensure emergency exits/routes are kept clear at all times • Ensure medical management plans and medication is easily accessible and with a team member in the event of an evacuation • Facilitate the opportunity for St Nicholas team members to complete appropriate training. • Ensure the service mobile is charged, OWNA is fully functional, and is accessible to staff • Take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff and stakeholders • Take reasonable steps to inform and support educators and staff of their responsibilities in implementing the policy and procedures at all times • Guide and mentor educators and staff to be able to follow the policy and procedures
Educators / Staff	• Comply with St Nicholas and service specific procedures in emergency and evacuation procedures • Ensure emergency exits/routes are kept clear at all times
Parents / Guardians	• Provide the service with current contact details. • Ensure the completion of attendance records on delivery and collection of child/ren. • Be aware of the service specific Emergency and Evacuation procedure. • If present at the service, ensure directions of employees are followed in the event of an emergency or when rehearsing emergency and evacuation procedures

5. Related Documents

Policies and Procedures

- Enrolment and Orientation Policy and Procedure
- Providing a Safe Environment Policy and Procedure
- Interactions with Children Policy and Procedure
- Medical Conditions Policy and Procedure
- Incidents, Injury, Trauma and Illness Policy and Procedure
- Administration of First Aid Policy and Procedure
- Delivery and Collection of Children Policy and Procedure
- Excursion Policy and Procedure

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Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)
Regulations: 97, 98, 99, 136
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)
Sections: 167, 168

Other References

[Check if you're in bush fire prone land - NSW Rural Fire Service](#)
[Hazards Near Me app | NSW Government](#)

National Quality Standard

QA 2.2 Safety
 QA 7.1.2 Management systems
 QA 7.1.3 Roles and responsibilities

Related St Nicholas Documents

St Nicholas Emergency Management Plan (EMP)

6. Definitions

Term	Definition
Emergency Management Plan (EMP)	A documented, actionable set of procedures designed to guide organisations and individuals in preparing for, responding to and recovering from emergencies like natural disasters, fire or security threats.
Educator	A St Nicholas team member whose primary role is working directly with children
Staff	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
Early Education	St Nicholas service providing education and care to children aged 0 – 5 years
OOSH	St Nicholas service providing education and care to school aged children
Approved Provider	The legal entity with ultimate responsibility for the service under the National Law
Nominated Supervisor	A person with management or control of an education and care service, responsible for its day-to-day management.
Responsible Person	A Responsible Person is present at an education and care service to ensure compliance, safety, and wellbeing when the Approved Provider or Nominated Supervisor is not.
Service	Education and care service providing, or intended to provide, education and care on a regular basis to children under 13 years of age

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7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 1 – 2 years to ensure it continues to be current and effective.

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