

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



## Emergency Plan

### National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

### Education and Care Services National Regulations

Children (Education and Care Services) National Law	
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168	Education and Care Services must have policies and procedures

### Aim

To maintain the safety and wellbeing of each child, educator and individual using Warradale Community Children's Centre during an emergency or evacuation situation.

### Implementation

It is vital that if an emergency arises that it is handled effectively and with consideration for all involved. Supporting educators and children within an emergency requires vigilant planning and consistent implementation.

Effective management of emergency situations provides an opportunity to help support and build on children's coping mechanisms and resilience.

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We define an emergency as an unplanned, sudden, or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the Centre's environment. It is a risk to an individual's health and safety.

We have a duty of care to provide all persons' with a safe and healthy environment. The National Quality Standard, Element 2.2.2 encourages Services to effectively manage incidents and emergencies in consultation with relevant authorities and practiced and implemented to ensure best practice and the safety of children.

To ensure compliance with WHS Regulations 2012, Division 4-Emergency Plans, Reg 43 & AS 3745-2010 Planning for Emergencies in Facilities, this facility is required to have an Emergency Plan. This plan should contain:

- Emergency response procedures for specific emergencies
- Compliant evacuation diagrams which must be displayed in prominent positions near each exit and in the children's environment.

### Specific Emergencies & Response Procedures

- **Code Red:** Smell of Smoke or Fire; activation of a smoke alarm (R.A.C.E.)  
R: Remove all persons from danger  
A: Alert; dial '000'; blow whistle; shout "fire fire"; notify Chief Warden  
C: Contain; close doors/windows; isolate fuel source  
E: Extinguish; if trained & safe to do so; Evacuate; through nearest, safest exit
- **Code Purple:** Bomb Threat; explosive device threat or suspicious device found (consider Evacuation; notify SAPOL)
- **Code Blue:** Medical Emergency; first aid (DRSABCD)
- **Code Yellow:** Internal Emergency; smell of gas; hazardous substance spill/leak; smell of gas; structural collapse; flooding; power outage (R.A.C.E. consider: 'Lock-Out')
- **Code Brown:** External Emergency; structure/grass fire in close proximity; motor vehicle accident; inclement weather; external gas/water leak (consider: 'Shelter-in-Place')
- **Code Black:** Personal Threat; aggressive behaviour; active shooter (consider 'Lock-Down')
- **Code Orange:** Evacuation; external designated assembly area; internal refuge area

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## Emergency and Evacuation Drills

- An up-to-date register of family's telephone numbers must be housed in the emergency bags.
- Emergency telephone numbers will be displayed prominently throughout the Service in the kitchen, office, staff room and each childcare room.
- National Regulations state that evacuation rehearsals are to be practiced every 3 months by staff members, volunteers and children present at the service on the day. To ensure best practice Warradale Community Children's Centre will conduct emergency evacuation drills on different days.
- The evacuation is to be timed during rehearsal.
- A contacted picture of flames will be strategically placed to indicate a fire/emergency. The person who finds this shall sound the alarm by blowing the whistle and shouting out the location of the emergency.
- Notes on any areas that need improving or revising are to be documented in the Evacuation record. Educators will discuss and implement strategies to improve these areas, which will be documented in the Centre's Staff Meeting minutes and if required in the Quality Improvement Plan.
- Emergency Evacuation Drills are conducted at least once in three months' time.
- The Director will give the Reflective questions to learning spaces after the Evacuation drill has been conducted.
- Emergency plan includes Fire Drill, Lockdown procedure and First Aid Scenario. This is also documented and rehearsed every three months'.
- In the event of limited Educators i.e., early morning or late afternoon, staff members are to work together to perform the duties above (The Responsible Person on duty at the time shall take on the role of Chief Warden). This scenario will be discussed and documented in the Staff Meeting Minutes (WHS).
- In the event of an evacuation causing an inability to use Service phones, e.g., damaged phone lines, a communication plan will see a staff member seek assistance from neighbouring residents or businesses and / or use the mobile phone taken by a staff member as per Emergency Plan.
- Inspecting, testing, and servicing fire extinguishers, blankets and other emergency equipment thoroughly is imperative to safety, and compliance: The maintenance regime for the inspection and testing of fire extinguishers & hydrants is specified in the Australia Standard AS 1851 Maintenance of Fire Protection Systems and Equipment.
- All extinguishers will be inspected every six months.
- The tests and intervals are to be recorded on a label or metal tag attached to the unit.

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- The Director is responsible for ensuring all educators, including relief educators and staff members, are responsive to our Emergency Plan
- The notification of a serious incident to a regulatory authority (within 24 hours) is needed where emergency services attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.

### Evaluation

- This policy is viewed as working effectively when all educators, staff and children can evacuate Warradale Community Children's Centre quickly and safely in an emergency.

### South Australia (SA)

Country Fire Service – [www.cfs.org.au](http://www.cfs.org.au)

Department of Education and Early Childhood Services -  
[www.decs.sa.gov.au/childrenservices](http://www.decs.sa.gov.au/childrenservices)

Department for Communities and Social Inclusion – [www.dcsi.sa.gov.au](http://www.dcsi.sa.gov.au)

Gowrie SA - [www.pscsa.org.au](http://www.pscsa.org.au)

SA Health – [www.health.sa.gov.au](http://www.health.sa.gov.au)

South Australia Police - [www.police.sa.gov.au](http://www.police.sa.gov.au)

South Australian State Emergency Service – [www.ses.sa.gov.au](http://www.ses.sa.gov.au)

WorkCover SA – [www.workcover.com](http://www.workcover.com) Police attendance: [131 444](tel:131444)

Crime stoppers: [1800 333 000](tel:1800333000)

### Source

Australian Children's Education & Care Quality Authority.

Guide to the Education and Care Services National Law and the Education and Care Services

ECA Code of Ethics.

Guide to the National Quality Standard

National Quality Standard 2018, Quality Area 2

Fire Protection Association Australia

AS 3745-2010 Planning for Emergencies in Facilities

WHS Act 2012

WHS Regulations 2012, Division 4-Emergency Plans, Reg 43

<http://www.fpaa.com.au/>

**Australian Government – Emergency Services**

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<http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>

**Managing Emergency Situations**

<http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf>

**ATTFS**

<http://www.atts.com.au/Fire-Services>

**Fire System Services**

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

**Revised National Quality Standard 2018**

### Record of Policy Adoption and Amendment

Version	Date	Details	Author	Next Review Date
1.0	14/4/18	Policy developed.	Trish Cook	1/4/20
1.1	1/4/20	No changes were recorded.	Lori Hay	1/4/2023
1.2	1/4/23	Fire Drill, Lockdown procedure and First Aid Scenario added to the list	Poornima Radhakrishnan	31/12/24
1.3	Sep 2024	No changes were made	Poornima R	Sep 2025

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