



BEFORE, AFTER & VACATION CARE

EMERGENCY PROCEDURES POLICY

TeamKids, February 2026

FUN

GENUINE

INNOVATIVE

INVOLVED

REMARKABLE

POLICY RATIONALE

TeamKids has a responsibility to provide a safe environment for all children, educators, families and visitors to our sites. It is essential that in the event of an emergency, any potential risks to those present at the service are minimised.

The service has developed sound procedures for each site that will be implemented in the event of an emergency. Educators will implement organised evacuation procedures at any time a situation poses a significant threat to children or themselves. (R97)

PROCEDURES

Management will ensure that:

- The service has a detailed Emergency Management Plan, developed according to the Department of Education and Training guidelines and a risk assessment of each site was conducted in the development of the Emergency Management Plan. Advice will be sought from relevant professionals such as the Country Fire Authority (CFA) as required.
- Fire extinguishers will be installed and maintained. The property owner is responsible for the maintenance of the fire extinguishers.
- In the event of an emergency, debriefing may be required for children and educators involved. This will be made available as required.
- Notification of the Regulatory Authority (Department of Education and Training) will occur as per the current legislation.
- Service Coordinators/Directors of a program on the BARR will be provided with further training and information on emergency management procedures to ensure the safety of children and educators at the service.

The Service Coordinator/Director will ensure that:

- Educators will be made aware of emergency management procedures as part of their induction process.
- Educators will be expected to make themselves familiar with site-specific Emergency Management Plans as part of their onsite induction and ongoing development.
- In the event of an emergency, the Service Coordinators/Directors will notify the TeamKids Head Office 1300 035 000 and additional resources and support will be sought as required.
- Emergency and evacuation floor plans will be prominently displayed at each exit.
- The service will have relevant emergency telephone numbers displayed.
- If an emergency occurs, an evaluation will follow to ensure all procedures were in place and were adequate for the occasion.

ALL EDUCATORS ARE REQUIRED TO:

- Educators will familiarise themselves with their specific roles and responsibilities in the event of an emergency. These are outlined in the Emergency Management Plan; however, it is the responsibility of all educators to ensure all children are gathered and safe.
- Check the number of children regularly throughout the session.

BUSHFIRE AT RISK REGISTER (BARR)

Those services on the Bushfire at Risk Register (BARR) have a condition on their service approval, requiring a pre-emptive closure on days deemed to be CODE RED.

This means that the Department of Education and Training require that these services do not operate on these days.

- TeamKids will be informed on the previous day and will contact all families to ensure they are aware of the closure of the service.
- There will be no persons on site at the service on a CODE RED day, including educators or staff.
- The Emergency Management Plan for these services is submitted to the Regulatory Authority annually as required (currently 1 September).
- This requirement may affect some excursions on these days also. Families will be informed as appropriate.

EMERGENCY DRILLS

- Team Members are informed of safety and emergency procedures, as are relief Educators, Students and Volunteers.
- Emergency procedures will be practised no less than the minimum amount of times per year, in accordance with Regulation 97 of the Education and Care Services National Regulations (2012) for Western Australia, and Regulation 97 of the Education and Care Service National Regulations (2011) for all other jurisdictions. That being at least every 3 months.
- Simulated emergency conditions will consider a variety of practice styles such as scenarios in the building/s, around the grounds, lock down procedures and off the premises.
- Each drill is documented to include:
 - the date of the drill;
 - session type;
 - start and finish time of drill;
 - if the drill was planned or initiated without notice;
 - how many people in the Service according to attendance registers;
 - any problems encountered;
 - any additional notes.
- Drill documentation is kept for a minimum of three years in accordance with occupational workplace health and safety laws, in compliance with Regulation 183.
- Whistles are only to be used for emergency purposes.

EMERGENCY PROCEDURES (GENERAL)

The following procedures apply in all emergencies:

- Immediately cease all activities.
- Assist anyone in immediate danger and direct others away from the danger.
- Inform person-in-charge (Coordinator/Director).
- Return, with children if applicable, to the room they are working in if safe.
- Close doors and windows where possible.
- Collect medication tub and ensure individual medication requirements are available.
- Collect attendance lists, emergency evacuation kit, iPad and mobile phone.
- Check that the chosen exit is still safe.
- Wait for further instruction if the emergency is unclear.
- One designated Team Member checks all areas of the Service.
- Keep children calm and reassured.
- Follow instructions from the person in charge.
- Emergency services will advise when children can be released.
- **AT NO TIME PLACE YOURSELF, CHILDREN OR TEAM MEMBERS AT RISK**
- Contact Area Manager.

- **AT NO TIME PLACE YOURSELF, CHILDREN OR TEAM MEMBERS AT RISK**
- Contact Area Manager.

All emergencies are different and therefore require different procedures to follow when they arise. The following circumstances and guidelines for management have been identified for quick reference, including where to find procedural information or additional information:

Natural Disaster – bushfire, flood or extreme severe weather conditions

All instructions are to be followed and carried out according to the local police or the Coordinator/Director (or person in charge).

The Regulatory Authority in each state and territory responsible for overseeing the regulation of the Service may also give instruction.

Refer to the Emergency Management Plan for each TeamKids Service available on Dropbox for more information.

Fire / Smoke

All instructions are to be followed and carried out according to Coordinator/Director (or person in charge).

Evacuation procedures will apply as detailed in this policy.

Refer to the Emergency Management Plan for each TeamKids Service available on Dropbox for more information.

TeamKids makes available general procedures for dealing with fire and smoke.

Bomb Threat

In the case of a bomb threat, a template is to be used to record the conversation and children will be evacuated to the designated assembly point, unless otherwise advised by the police.

Refer to the Emergency Management Plan for each TeamKids Service available on Dropbox for more information.

TeamKids makes available general procedures for dealing with a bomb threat.

Snake, restricted dog breed, or other potentially dangerous animal

Contact the relevant Local Council immediately who will advise on who to contact for the removal or relocation of the animal.

Lockdown procedures may apply.

Refer to the Emergency Management Plan for each TeamKids Service available on Dropbox for more information.

TeamKids makes available general procedures for dealing with potentially dangerous animals.

Act of terrorism

All instructions are to be followed and carried out according to the local police or the Service Coordinator/Director (or person in charge).

Regulatory Authority in each state and territory responsible for overseeing the regulation of each Service may also give instruction.

Refer to the Emergency Management Plan for each TeamKids Service available on Dropbox for more information.

TeamKids makes available general procedures for dealing with a suspected or actual act of terrorism.

Chemical or hazardous leaks and spills

All instructions are to be followed and carried out according to the local Emergency Services or the Coordinator/Director (or person in charge).

Refer also policy on the administration of first aid.

Evacuation or lockout procedures may apply.

Refer to the Emergency Management Plan for each TeamKids Service available on Dropbox for more information.

TeamKids makes available general procedures for dealing with hazardous leaks and spills.

Loss of water or power

All instructions are to be followed and carried out according to the Emergency Services or the Service Coordinator/Director (or person in charge).

Specific emergency Services to be contacted and evacuation procedures may apply.

Refer to the Emergency Management Plan for each TeamKids Service available on Dropbox for more information.

TeamKids makes available general procedures for dealing with the loss of power or water.

Intruders

This policy contains information on considerations for intruders, including hostage and siege situations.

Refer to the Emergency Management Plan for each TeamKids Service available on Dropbox for more information.

TeamKids makes available general procedures for dealing with intruders.

The outbreak of infectious disease or illness

Refer to policies on dealing with injuries, illness and infection; medical conditions and medication; and the administration of first aid.

See also the National Health and Medical Research Council (2014) publication of *Staying Healthy in Child Care – 5th Edition*.

Refer to the Emergency Management Plan for each TeamKids Service available on Dropbox for more information.

TeamKids makes available general procedures for dealing with a suspected or actual outbreak of an infectious disease or illness.

Death of a child or adult

Refer to policies on dealing with medical conditions and medication, dealing with incidents, injuries and trauma, and the administration of first aid.

Refer to the Emergency Management Plan for each TeamKids Service available on Dropbox for more information.

TeamKids makes available general procedures for dealing with the death of a child or adult.

In the event of an emergency, not specified above, where the health and safety of individuals and or the services environment are at risk, the service coordinator/ Director in consultation with Management may deem the service an unsafe environment and commence implementing the evacuation procedure as needed and/or close the service temporarily (e.g. power failure on excessive heat day). In the event of the Services temporary closure, the customer service team will contact all children's parents/guardians and request they immediately pick up all children from the service until the service is deemed a safe and healthy environment by management.

DISCOVERING AN EMERGENCY

Team Members who discover an emergency at the Service are required to alert the Coordinator/Director (or person in charge) immediately so that they can determine and implement control measures. After the immediate assessment, the Coordinator/Director (or person in charge) will then call LOCKDOWN, LOCKOUT or an EVACUATION depending on the type of emergency.

LOCKDOWN

The Coordinator/Director (or person in charge) will inform Team Members that due to external and immediate danger, it is safer for children, Team Members and any other visitor to the Service to remain indoors.

Instructions will include closing internal windows and doors and sitting on the floor below window level. In some cases, this may also include everyone in the building gathering in one area, under the Coordinators instruction.

The Coordinator or person in charge will contact emergency Services, e.g. Police on 000, as well as their Area Manager.

LOCKOUT

The Coordinator/Director (or person in charge) will inform Team Members that due to an internal and immediate danger, it is safer for children, Team Members, and any other visitor to the Service to be excluded from buildings for their safety.

Instructions may include evacuation or prevention of the community accessing the premises.

The Coordinator/Director (or person in charge) will contact emergency Services e.g. Police on 000, and their Area Manager.

EVACUATION

The Coordinator/Director (or person in charge) will inform Team Members that a decision has been made to have children, Team Members and any other visitor to the Service leave the building in the interest of their safety.

Predetermined evacuation procedures will apply unless explicit directions from the Coordinator/Director (or person in charge) are given.

The Coordinator/Director (or person in charge) will contact emergency Services, e.g. Police or Fire Brigade on 000, and their Area Manager.

REFERENCES

ACECQA National Quality Framework Resource Kit (2012)
Education and Care Services National Law Act (2010) S167
Education and Care Services National Regulations (2011) R168 & 97

VERSION CONTROL

Date: 25 August 2016
Review: September 2025
Policy No: PO-0009
Procedure No: PR-0009
Updated: January 2019