

St Nicholas - Emergency and Evacuation Procedures

Section 1 - Purpose

(1) St Nicholas is committed to providing children with an environment that promotes their health, safety, and wellbeing. To ensure maximum safety and preparedness in the event of an emergency or evacuation, children, and St Nicholas team members will identify and assess risk and hazards and regularly practice emergency and evacuation procedures to be confident in managing situations effectively and efficiently.

(2) The [Education and Care Services National Regulations \(2011\)](#) require approved providers to ensure policies and procedures in place in relation to emergency and evacuation preparation and response.

Section 2 - Scope

(3) This procedure applies to all St Nicholas employees, and the parent/carers of children who attend the services.

Section 3 - Responsibilities

ROLE	RESPONSIBILITIES
St Nicholas Approved Provider	<ul style="list-style-type: none"> Ensure that the obligations under the Children (Education and Care Services National Law Application) Act 2010 (NSW) and Education and Care Services National Regulations (2011) are met. Take reasonable steps to ensure that the St Nicholas Nominated Supervisor, St Nicholas employee and visitors follow the policy and procedures. Equip the service with appropriately placed smoke detectors and fire extinguishers. Ensure a risk assessment has been undertaken to identify potential emergencies relevant to the service. Facilitate the development and/or maintenance of the emergency and evacuation floor plans. Ensure emergency equipment is tested within the timeframes recommended by recognised authorities.

ROLE	RESPONSIBILITIES
St Nicholas Nominated Supervisor/St Nicholas Responsible Person	<ul style="list-style-type: none"> • Plan and execute regular emergency drills of the emergency and evacuation procedures at least every 3 months. • Document each emergency drill and reflections on mnResponse • Document each emergency and/or evacuation on mnResponse. • Report an emergency and/or evacuation to relevant regulatory authorities. • Collaborate with team members to develop procedures to manage all risks associated with emergency and evacuation situations. • Conduct a risk assessment to identify potential emergencies relevant to the service. • Ensure the development of an emergency evacuation floor plan. • Display the emergency and evacuation procedure and floor plan in a prominent position near each exit of the service premises, including near exits that form part of the evacuation route. • Ensure all employees are aware of the emergency and evacuation procedure. • Ensure St Nicholas team members have ready access to an operating telephone or similar means of communication, and emergency telephone numbers are displayed near telephones. • Make current portable emergency contact lists available, considering technology, and ensure they are held in each room within the service and that evacuation procedures state who will carry this list during evacuation. • Keep designated emergency exits/routes clear at all times to ensure that everyone can exit safely in the event of an evacuation. • Ensure St Nicholas team members have ready access to emergency equipment such as fire extinguishers and fire blankets. • Ensure that emergency equipment is tested within the timeframes recommended by relevant authorities. • Ensure that emergency and evacuation risk assessments are carried out and reviewed regularly and any necessary updates provided to the St Nicholas Approved Provider. • Ensure that all St Nicholas team members are trained in the emergency and evacuation procedures and aware of their roles and responsibilities in an emergency or evacuation. • Ensure that all St Nicholas team members are aware of emergency evacuation points. • Ensure that families are regularly reminded of the emergency procedures in place at the service. • Ensure medical management plan 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.
St Nicholas Team Members	<ul style="list-style-type: none"> • Comply with St Nicholas and service specific procedures in emergency and evacuation procedures. • Participate in regular drills of the emergency and evacuation procedures at least every 3 months. • Collaborate with St Nicholas Nominated Supervisor to develop procedures to manage all risks associated with emergency and evacuation situations. • Engage in appropriate training. • Ensure that designated emergency exits/routes are kept clear at all times to enable a safe exit path in the event of an evacuation. • Ensure that current portable emergency contact lists are held or available, considering technology, in each room within the service and that evacuation procedures state who will carry this list during evacuation. • Complete required training in the emergency and evacuation procedures and be aware of their roles and responsibilities in an emergency or evacuation. • Be aware of emergency evacuation points.
Parents/Carers	<ul style="list-style-type: none"> • Provide the service with current contact details. • Provide emergency contact details on child's enrolment form and ensure contact details remain current. • 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.

Section 4 - Process/Procedure

General

(4) An evacuation bag is to be in a suitable location throughout the service with ease of access in the case of an emergency. It includes items such as parent/carer contact numbers and children's necessities such as nappies, water, toys, torch, blankets, tissues and wipes. A first aid kit is also to be taken in the case of an emergency or evacuation. Evacuation bags and first aid kits are to be checked monthly to make sure all items are there and are in date if applicable.

(5) Evacuation cots will be available for fast and efficient evacuation of the nursery rooms.

Emergency Evacuation

(6) Refer to the St Nicholas Evacuation procedure at the service.

Emergency Lockdown

(7) Refer to the St Nicholas Lockdown procedure at the service.

Severe Storm Preparation and Response

(8) The Nominated Supervisor/Responsible Person should ensure that the following steps are regularly taken:

- a. Ensure the regular maintenance of tree branches, gutters, roof and downpipes is completed by the Property Services team;
- b. Ensure first aid kits are available and well stocked, with all items in date
- c. Have emergency contact numbers available;
- d. Identify and inform team members of service specific risks; and
- e. Have masking tape available for windows.

(9) If a severe storm approaches the St Nicholas Nominated Supervisor/St Nicholas Responsible Person should ensure that the following steps are being taken:

- a. Monitor and follow media weather warnings;
- b. Shelter and secure children and equipment;
- c. Disconnect electrical appliances;
- d. Tape a cross over windows with masking tape where practicable; and
- e. Contact the St Nicholas Area Service Manager.

(10) In the event of a severe storm, St Nicholas Nominated Supervisor/St Nicholas Responsible Person should ensure that the following steps are being taken:

- a. Remain calm;
- b. Escort children inside as quickly as possible;
- c. Ensure all children and St Nicholas team members are sheltering in the strongest part of the centre;
- d. Keep clear of windows, overhead shelves and fittings;
- e. Remain in the safest possible position until storm recedes;
- f. Reassure children;
- g. Keep away from electrical appliances and telephone and disconnect electricity if necessary;
- h. Maintain calm verbal communication;
- i. Contact the St Nicholas Area Service Manager; and

j. Contact parents/carers as required.

(11) In the event of flooding, the St Nicholas Nominated Supervisor/St Nicholas Responsible Person should ensure that the following steps have been taken:

- a. Ensure that all children and St Nicholas team members can relocate to an area higher than floor space e.g. bench or high tables;
- b. Keep clear of doorways;
- c. Keep clear of electrical fittings and overhead hangings;
- d. Hold and reassure children and maintain calm verbal communication;
- e. Contact the St Nicholas Area Service Manager; and
- f. Contact parent/carers as required.

(12) Following the severe storm and/or flooding, the St Nicholas Nominated Supervisor/St Nicholas Responsible Person should:

- a. Check St Nicholas team members and children for injuries and follow first aid training;
- b. Avoid using phones and only use them in case of serious injury, fire, or other life-threatening situations;
- c. Determine if any electrical damage has occurred, as power may need to be turned off;
- d. Check for fire or any other threatening signs or concerns;
- e. Listen to the radio and heed any official warnings or advice;
- f. Be aware of any fallen power lines, damaged buildings, and flooded water courses;
- g. Ensure food which has been in contact with flood water is not consumed, and boil water until supplies have been declared safe;
- h. Not use gas or electrical appliances that have been flood affected; and
- i. Be aware of snakes and spiders which may move to drier areas in the service.

(13) If your phone service is out of order and you need to contact emergency services:

- a. monitor and follow media weather warnings; and
- b. watch for emergency service vehicles which will check the area as soon as they can.

(14) If required to evacuate the premises:

- a. do not alarm the children, and conduct a service evacuation ensuring children are reassured;
- b. follow service evacuation procedures; and
- c. record on mnResponse and report to relevant authorities.

Earthquake Preparation and Response

(15) In the event of an earthquake the St Nicholas Nominated Supervisor should ensure that the following steps are being taken:

(16) If indoors:

- a. DROP onto hands and knees to protect from falling.
- b. COVER ensure that children and educators where possible take cover under internal door frame, tables or benches. Keep clear of windows, overhead fittings and shelving.
- c. HOLD onto your shelter until the shaking stops.

d. Remain in the safest possible position until earthquake recedes.

(17) If outdoors:

- a. Keep everyone well clear of overhead power lines, trees, and outdoor structures.
- b. Do not go onto the road.

(18) Following the earthquake, the St Nicholas Nominated Supervisor/St Nicholas Responsible Person should ensure that the following steps have been taken:

- a. Check St Nicholas team members and children for injuries and apply first aid and the injured are not moved, unless they are in immediate danger;
- b. Check for any signs of fire and evacuate as per service specific emergency and evacuation procedure;
- c. Contact the St Nicholas Area Service Manager and await further instruction;
- d. Contact parent/carers, as required; and
- e. Record emergency on mnResponse and report to relevant authorities.

Bushfire Preparation and Response

(19) The St Nicholas Nominated Supervisor/St Nicholas Responsible Person should ensure that the following steps are regularly taken:

- a. Contact the local council to determine if the service is located in a bushfire prone area;
- b. Ensure the service and St Nicholas team member are prepared for bushfire conditions and are prepared to respond quickly and appropriately during high fire danger period;
- c. Organise and communicate with off-site evacuation sites about emergency arrangements;
- d. Ensure the regular maintenance of tree branches, gutters, roof and downpipes is completed by the Property Services team;
- e. Maintain clear gutters, roofs and downpipes;
- f. Ensure first aid kits are available and well stocked;
- g. Have emergency contact numbers available; and
- h. Identify and inform St Nicholas team members of service specific risks.

(20) If a bushfire approaches, the St Nicholas Nominated Supervisor/St Nicholas Responsible Person should ensure that the following steps are being taken:

- a. If possible, access media updates about fire danger ratings and bushfire alert levels
- b. St Nicholas team members are to shelter and secure children inside the service, in a central location, away from windows;
- c. Follow advice of emergency services;
- d. Listen to radio and heed any official warnings or advice;
- e. Contact the St Nicholas Area Service Manager; and
- f. Contact parent/carers, as required

(21) If required to evacuate the premises:

- a. Do not alarm the children, and conduct a service evacuation ensuring children are reassured;
- b. Follow service evacuation procedure; and
- c. Record on mnResponse.

Section 5 - Legislative Requirements

Children (Education and Care Services) National Law 2010	Section 167	Offence relating to protection of children from harm and hazards
Education and Care Services National Regulations 2011	Regulation 97	Emergency and evacuation procedures
	Regulation 98	Telephone and other communication equipment
	Regulation 99	Children leaving the education and care service premises
	Regulation 136	First aid qualifications
	Regulation 168	Education and Care Services must have policies and procedures
	Regulation 170	Policies and procedures to be followed
	Regulation 171	Policies and procedures to be kept available
	Regulation 172	Notification of change to policies or procedures
	Regulation 176	Time to notify certain information to Regulatory Authority
	Standard 2.2	Safety: Each child is protected.
National Quality Standards	Element 2.2.1	Supervision: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	Element 2.2.2	Incident and emergency management: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
	Element 3.2.1	Physical Environment: Inclusive environment: Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
	Standard 7.1	Governance: Governance supports the operation of a quality service.
	Element 7.1.2	Management systems: Systems are in place to manage risk and enable the effective management and operation of a quality service.
	Element 7.1.3	Roles and responsibilities: Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Section 6 - Document Review

(22) This procedure will be reviewed when there is a legislative change, organisational change, delegations change or at least every 3 years to ensure it continues to be current and effective.

Status and Details

Status	Current
Effective Date	29th April 2025
Review Date	29th April 2028
Approval Authority	Executive Director of St Nicholas
Approval Date	10th April 2025
Expiry Date	To Be Advised
Unit Head	Melissa Hill Director St Nicholas
Enquiries Contact	St Nicholas Quality Assurance

Glossary Terms and Definitions

"St Nicholas Approved Provider" - The legal entity that holds responsibility for the service.

"St Nicholas employee" - Any worker who is employed by St Nicholas Early Education including office and service-based roles. This incorporates all workers, including office-based and service-based roles who are employed by St Nicholas (excludes those employed in Shared Services).

"St Nicholas team member" - Any St Nicholas Employee who holds a role within a service. This incorporates all service level roles, including leadership, cooks, educators, SBATs and trainees.

"St Nicholas Nominated Supervisor" - The Nominated Supervisor has day-to-day responsibility for the service in accordance with the Education and Care Services National Regulations (2011 SI 653). In relation to an education and care service, means a person who:

- is nominated by the approved provider of the service to be a nominated supervisor of that service; and
- has provided written consent to that nomination Education and Care Services National Regulations (2011 SI 653). In St Nicholas Early Education services, the Nominated Supervisor holds the title of Centre Director.

"St Nicholas Responsible Person" - An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be:

- the approved provider or a person with management or control of the service;
- a nominated supervisor of the service; or
- a person placed in day-to-day charge of the service in accordance with the Education and Care Services National Regulations (2011 SI 653).

"St Nicholas Area Service Manager" - An employee who oversees the operations and management of a portfolio of St Nicholas services.