
	Management Area: Children's Services	Version No: 5.0 Pages: 4
	Category of Policy: Operational	Approval Date: 19/06/2023 Policy Approver: Head of Children's Services
Policy Title: Emergency and Evacuation Policy		Author: YMCA of SA

YMCA SOUTH AUSTRALIA

Emergency and Evacuation Policy

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1. Purpose

The Emergency and Evacuation Policy ensures the safety of all persons at a YMCA Children's Service in the case of an emergency. The service will take preventative measures to protect the health and safety of children, educators and visitors, should an incident occur whilst at a service. The service will ensure all accidents, injuries, incidents, and hazards are reported and responded to appropriately.

2. Scope


The scope of this policy applies to all Board members, Sub Committee members, educators, and volunteers. This policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this policy.

3. Policy Statement

For the purposes of preparing the emergency and evacuation procedures, the approved provider of an education and care service must ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the service.

The approved provider will ensure that:

- The emergency evacuation or lock down procedure will be practiced and evaluated at least every three months.
- The Responsible Person will lead the rehearsal and include staff members, volunteers and children being educated and cared for by the service.
- The rehearsals will be documented and evaluated each time a rehearsal takes place.
- Copies of the emergency and evacuation floor plan and instructions will be displayed prominently near each exit of the premises.
- An operating telephone or other emergency equipment will be available to staff members of the service to enable immediate communication to and from families and emergency services.
- A risk assessment will be conducted to identify relevant emergencies.
- In the case where the emergency evacuation point is outside the service's approved premises, written permission from the parents will be sought to approve this practice. Where practical, Educators may also remind parents and guardians during pick up and drop off that the service will be practicing an emergency evacuation.
- The service has an emergency management plan that is understood, readily available and the Nominated Supervisor, and Responsible Persons are familiar with implementing should the need arise.
- The Emergency Management Plan will include what to do in case of the following:
 - Fire
 - Intruder

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- Anaphylactic Shock
- Flood

4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>
Responsible Persons	<p>Nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this policy.</p> <p>Responsible for raising concerns or complaints in accordance with this policy.</p>


5. Definitions

Approved Provider

A person who holds provider approval to operate an approved education and care service under the Education and Early Childhood Services (Registration and Standards) Act 2011.

Nominated Supervisor

A person who is nominated by the approved provider and provided written consent to be responsible for the day-to-day management of an approved education and care service.

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Responsible Person

A person who is nominated by the approved provider or nominated supervisor and has provided written consent to be in day-to-day charge of an approved education and care service.

6. Key Relevant Documents

- Emergency and Evacuation Procedure
- Emergency Management Plan
- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standard

7. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

8. Version History

Version	Date	Description of changes	Effective Date	Review Date
1.0	19/06/2012			
2.0	12/07/2019	Updated to include invacuation.		
3.0	12/03/2021	Updated titles and linked to YMCA National Policy.		
4.0	19/06/2023	Updated definitions. Updated terminology. Updated legislative and industry requirements. Updated supporting documents and procedures. Updated document name.	19/07/2023	July 2025
5.0	26/05/2025	Updated scope.	26/05/2025	May 2027