
	Management Area: Children's Services	Version No: 3.0 Pages: 5
	Category of Procedure: Operational	Approval Date: 19/06/2023 Procedure Approver: Head of Children's Services
Procedure Title: Emergency and Evacuation Procedure		Author: Head of Children's Services

YMCA SOUTH AUSTRALIA

Emergency and Evacuation Procedure

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1. Purpose

The service will take measures to protect the health and safety of children, educators, and visitors should an incident occur whilst at the service. The service will use preventative steps to reduce risk and will ensure all accidents, injuries, incidents, and hazards are reported and responded to appropriately.

2. Scope

The scope of this procedure applies to all Board members, Sub Committee members, educators, and volunteers. This procedure 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 procedure.


3. Procedures

PRINCIPLES

- At least one staff member on site each session will have completed fire warden training.
- Risk assessments will be available. Risk assessments will be regularly reviewed, as well as after an incident.
- Children will be encouraged to be involved in risk assessment review, specifically relating to evacuations and lock downs, to promote safety and contribute to reducing anxiety during an emergency situation.
- Child-friendly emergency plans will be placed at each exit alongside the emergency and evacuation instructions. The site-specific evacuation plans are visible on each exit with a child easy read version.
- A Personal Emergency Evacuation Plan (PEEP) will be developed for any child or staff member who may need additional assistance or consideration during an emergency. Emergency plans will be reviewed whenever there is a change to the physical environment of the school, for example, renovations, to ensure the plan is current and effective.
- Service Regional Manager to be notified for any emergency and a report is to be made to the regulatory authorities.
- Families will be notified if any emergency situation occurs even if the situation is resolved.

INTRUDER LOCKDOWN PROCEDURE

- Raise alarm- blow the whistle to gain everyone's attention with one continuous blow.
- Educators should remain calm and support children to remain calm.
- The Responsible Person will manage the lockdown.
- Educators to gather all children, making sure to check all spaces including toilets.
- Educators to ensure they have the emergency bag, first aid kit, special medications, keys to any gates, and an iPad containing children's attendance records.

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- Check the attendance roll and conduct a headcount.
- Lock all doors and windows. Close window shutters and blinds.
- Contact Emergency services on 000.
- Turn mobile phones to vibrate.
- Stay away from windows and doors and remain inside until emergency services arrive and provide further instruction.

MISSING CHILD LOCKDOWN PROCEDURE

- All staff are to be informed and ensure communication is effective using phones or walkie-talkies.
- Educators should remain calm and support children to remain calm.
- The Responsible Person will manage the situation.
- Educators to gather all children, making sure to check all spaces including toilets.
- All internal and external areas to be searched for the child.
- Educators to move all children inside and conduct a headcount.
- If a child goes missing on an excursion, educators will search the immediate vicinity and all other children will be sent to a designated area in a group supervised by the remaining educators.
- Contact emergency services on 000.
- Contact parents/guardians to advise of the situation.
- Where possible, provide a clear recent photograph of the missing child to the police.
- While waiting for the police and the parent/carer to arrive, continue to search for the child. During this period, other members of staff will maintain as normal a routine as possible for the rest of the children in the setting.

EVACUATION PROCEDURE

- Raise alarm- blow the whistle to gain everyone's attention with 3 short blows.
- Educators should remain calm and support children to remain calm.
- The Responsible Person will manage the evacuation.
- Educators to gather all children, making sure to check all spaces including toilets
Educators to ensure they have the emergency bag, first aid kit, special medications, keys to any gates, and an iPad containing children's attendance records.
- Staff will close (but not lock) doors and make their way to the evacuation meeting point.
- Check the attendance roll and do a headcount.
- Contact Emergency services on 000.
- Follow guidance from emergency services and contact families to collect children if it is safe to do so.


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4. Roles and Responsibilities

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

5. Key Relevant Documents

- Emergency and Evacuation Policy
- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standard
- Safe Work Australia

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- Standards Australia – Planning for emergencies in facilities

6. Monitoring Evaluation and Review

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

7. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	02/03/2022	Review and updated.		04/05/2022
3.0	19/06/2023	Edited for clarity. Removed first aid sections – not applicable. Reworded procedures to follow order of actions in practice.	19/07/2023	July 2025
4.0	26/05/2025	Updated scope. Updated nominated supervisor role and responsibility.	26/05/2025	May 2027