

1. Purpose

This policy and procedure explains how Affinity Education Group (Affinity) prepares for, responds to and recovers from emergency situations that may affect the safety, health and wellbeing of children, employees, families, visitors and service environments. It outlines Affinity's approach to emergency preparedness, evacuation, lockdown and emergency response management, focusing on safety, wellbeing and consistency. In accordance with the Education and Care Services National Law, associated Regulations including AS3745-2010 – Planning for Emergencies and Building Fire Safety Regulations (BFSR)2008 (QLD) and Regulation 43 of the model Work Health and Safety (WHS) Regulations.

This document supports Affinity's responsibilities under the Education and Care Services National Law, Education and Care Services National Regulations, applicable work health and safety legislation, and relevant emergency management standards.

2. Scope

This policy and procedure applies to staff, students, volunteers, contractors, families and visitors across Affinity services, programs and business operations when preparing for, responding to, recovering from, or participating in an emergency, evacuation, lockdown or shelter-in-place situation.

This policy and procedure must be read together with:

- [POL 2-P24 Incident Injury Trauma and Illness Policy and Procedure](#) – when an emergency results in an incident, injury, trauma, illness or other event requiring care, reporting, notification, investigation or follow-up actions;
- [POL 3-P4 Risk Assessment Procedure](#) – when identifying, assessing and managing emergency risks and reviewing emergency planning arrangements.
- [POL 7-P14 Crisis Response Procedure](#) – when an emergency escalates beyond routine service-level management and requires organisational coordination, crisis management or recovery arrangements;

3. Definitions

The following definitions support consistent understanding of the terms used in this policy and procedure.

Term	Definition
Crisis	an event, usually based on urgency, that can have a material adverse effect on the wellbeing of people, property, communities or the business. A crisis may take several forms and can have varying impacts depending on the severity and nature.
Emergency	Any unplanned event that poses an immediate risk to health, safety, property or the environment (e.g., fire, medical situation, severe weather, threatening person).
Evacuation	The orderly removal of individuals from a dangerous or potentially dangerous area to a safe location.
Lockdown	A protective action to secure occupants within the premises due to a threat.
Shelter-in-place	A protective action where individuals remain indoors due to external hazards.
Threatening people	People external to the centre such as a wanted person. People involved in the centre may also be a threatening person such as person with non-custodial parent. Person or people, external or internal to the centre who intend or express their intention is to cause harm to anyone on premises. This could be a person who is wanted by authorities or an angry parent/guardian
Medical Emergency	When a person requires urgent first aid and medical treatment such as a person experiencing anaphylaxis, asthma attack, choking or sleeping incident.
Natural Disaster	Natural disaster may include bush fires or severe weather events such as cyclones, flood or earthquakes.

4. Guiding principles

At Affinity, we believe that child safety is everyone's responsibility. We are committed to upholding the safety, rights and wellbeing of all children and promote a culture of child safety with a zero-tolerance approach to child abuse and harm. Affinity also recognises its duty to protect the health, safety and wellbeing of employees, contractors, volunteers and visitors through effective emergency management arrangements.

Affinity ensures the Paramountcy Principle is applied in all aspects of our work. All decisions and actions related to the operation and delivery of education and care services must prioritise children's safety, rights and best interests above all other considerations.

The following principles guide how Affinity approaches emergency preparedness, response and recovery across all services:

- **Child safety and wellbeing first** – The safety, wellbeing and protection of children is the primary consideration in all emergency planning, decision-making and response activities.
- **Preparedness and prevention** – Services take a proactive approach to identifying risks, maintaining emergency arrangements and preparing staff, children and environments for potential emergencies.
- **Timely and coordinated response** – Emergencies are managed promptly, calmly and consistently, with clear roles, communication and actions to protect all persons affected.
- **Capability and confidence** – Staff are supported through training, induction and regular rehearsals to develop the knowledge, skills and confidence needed to respond effectively during emergencies.

Accountable (Owner)	Chief Risk and Quality Officer	Accountable (Expert)	National Quality Manager
Responsible	All staff, students, volunteers, families	Document Version	V11
Consulted	Policy Committee	Date Approved	Sept 2026
Informed	All staff, students, volunteers, families	Date next reviewed	Sept 2027
Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice. Please ensure you are using the latest version			

- **Communication and accountability** – Information is shared in a timely, accurate and appropriate manner, and responsibilities are understood and carried out in accordance with legal and organisational requirements.
- **Continuous improvement** – Emergency responses, rehearsals and incidents are reviewed to identify learnings, strengthen preparedness and improve future practice.

These principles underpin all actions described in this policy and procedure and guide professional judgement when decisions are required.

4.1. Risk-based emergency management approach

Emergency preparedness, response and recovery arrangements are informed by a systematic assessment of risks relevant to each service.

Affinity recognises that emergency risks vary depending on factors such as location, building design, occupancy, local environmental hazards, the ages and developmental needs of children, and the needs of people requiring additional assistance. We identify, assess and regularly review foreseeable emergency risks to ensure emergency planning, resources, training, rehearsals and response arrangements are proportionate, effective and tailored to the unique circumstances of each service. Lessons learned from incidents, near misses, rehearsals and emerging risks are used to continuously strengthen emergency preparedness and resilience

5. Procedures

These procedures describe the requirements that support safe, consistent and compliant practice, with detailed processes maintained in Promapp.

5.1. Emergency preparedness and planning

Ensure services are prepared to respond effectively to emergencies so that children, staff and visitors can be protected from harm, by identifying foreseeable emergency risks, maintaining emergency planning arrangements, ensuring resources and information are available, and regularly reviewing preparedness measures, as set out in **Promapp process 8.2.11 Maintain Emergency Response Compliance, 8.2.01 Manage Centre Monthly Audits** and information to be displayed follow **POL7-P6 Information to be displayed Procedure**.

Key expectations

The standard that must be met and what good practice looks like in everyday work:

- emergency preparedness arrangements are informed by identified risks and the specific needs of the service;
- emergency planning information, documentation and resources are maintained, understood and readily accessible;
- each room has a dedicated display space for emergency response documentation;
- arrangements support the safe participation of all persons who may be affected by an emergency, including those requiring additional assistance;
- emergency preparedness arrangements are monitored, reviewed and improved to ensure they remain current, effective and compliant.
- consult with relevant authorities and emergency management experts, including fire safety advisors, emergency services, building managers and regulatory bodies where appropriate, when developing, reviewing or substantially amending emergency management arrangements.

Key measures and expectations

The table below outlines key measures for maintaining emergency preparedness, who is responsible and the minimum expectations for practice.

Measure	Responsible	Minimum expectation
Emergency Management Plan (EMP)	Centre Manager / Responsible Person	• A current, service-specific EMP is developed with a Fire Safety Advisor and reviewed annually by a Fire Safety Contractor stored in Red Emergency Folder on site and through PlanSafe Platform • Emergency response arrangements documented, including: ○ evacuation; ○ lockdown; ○ shelter-in-place; and ○ relocation arrangements. • Emergency roles, responsibilities and contacts identified and documented in FRM 7-F46 Emergency Notification Plan • Emergency planning is informed by: ○ service risk assessments; ○ consultation with relevant authorities and emergency services; and ○ specialist advice for complex service environments. • Emergency planning must identify primary and alternative evacuation routes and rehearsals will periodically test alternative routes.

Accountable (Owner)	Chief Risk and Quality Officer	Accountable (Expert)	National Quality Manager
Responsible	All staff, students, volunteers, families	Document Version	V11
Consulted	Policy Committee	Date Approved	Sept 2026
Informed	All staff, students, volunteers, families	Date next reviewed	Sept 2027

Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice. Please ensure you are using the latest version

POL 2-P27 Emergency and Evacuation Policy and Procedure

Emergency risk management	Centre Manager / Responsible Person	- Conduct a risk assessment to identify potential emergency risks and assess at least annually (or more frequently where required) FRM 3-F1 Risk Assessment and Management Plan Potential Emergencies in line with POL 3-P4 Risk Assessment Procedure covering: - Evacuation, - Lockdown and - Medical scenarios - Appropriate controls are implemented. - Emergency risks assessed for: - infants; - non-ambulatory children; - people requiring additional assistance; - children's developmental, medical, additional support needs; - including considerations for high-risk bushfire/flood/emergency zones - Additional evacuation risk assessment is created and assessed for multi-storey and shared-occupancy buildings using FRM 3-F1 Risk Assessment and Management Plan Emergency Procedures Multi-Storey - Emergency arrangements reflect Service Approval conditions. - Review Risk Assessments at least once every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service.
Red Emergency Folder - information and records	Centre Manager	- Emergency information current and accessible in Red Emergency Folder using INF 1075 Emergency Folder Index. - Emergency contacts maintained in FRM 7-F46 Emergency Notification Plan - Chief Wardens and Responsible Persons identified and recorded FRM 7-F3 Master Centre Information and printed/displayed and retained in the EMP and in foyer - Communication equipment available during emergencies. - Emergency services and key contacts can be contacted when required. - Required emergency records maintained
Emergency and evacuation diagrams	Centre Manager	- Centre Specific diagrams reflect the current building layout and emergency arrangements detailing: - Nominated equipment, exits, routes and assembly areas - Diagrams are securely mounted and displayed at required exit points in classrooms both internal and external exits. - These diagrams are to be securely mounted to a wall or window (eg. snap frames, laminated and double standard tape), and located in its correct orientation, within 1200 from the bottom of the diagram to 1600mm maximum height from the top of diagram.
Emergency Response Area (incl. equipment and kits)	Centre Manager and staff	- Emergency kits are located in the designated "Emergency Response Area" near exit points. - Including external gate keys where relevant - Conduct monthly FRM 2-D15 Emergency Kit Checklist - Emergency supplies are maintained and fit for purpose and in an easy to carry bag easily accessible - Emergency medications and medical management plans are accessible during emergency responses, in line with POL2-P4 Dealing with Medical Conditions Policy and Procedures - Fire safety equipment is serviced by authorised technicians in its required frequency; monthly, six-monthly, annually - Emergency resources must be clearly labelled, positioned close to exits and remain unobstructed, these may include: - evacuation cots (for each 4-6 non-walking children); - prams; - communication devices; and - other evacuation equipment.
Emergency support arrangements	Centre Manager and staff	- People requiring additional assistance are identified who may require assistance during an emergency. If a person is pregnant, has an ongoing injury, has a physical, emotional or learning impairment or feels they would be unable to evacuate at pace without injuring themselves or others. - Emergency support arrangements are reflected in emergency planning documentation FRM 2-F48 Personal Emergency Evacuation Plan
Assembly and relocation areas	Centre Manager	- Assembly, relocation and alternative locations are identified and documented. - Location information is current and accessible to staff. - Locations support supervision and accountability. - Access routes support safe evacuation. - Local environmental and community risks are considered.

Accountable (Owner)	Chief Risk and Quality Officer	Accountable (Expert)	National Quality Manager
Responsible	All staff, students, volunteers, families	Document Version	V11
Consulted	Policy Committee	Date Approved	Sept 2026
Informed	All staff, students, volunteers, families	Date next reviewed	Sept 2027

Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice. Please ensure you are using the latest version

Multi Story Buildings consideration	Centre Manager	- Centres in multi-storey buildings must address in their EMP: - Evacuation routes from each storey and the routes proposed for use. - Safe evacuation of all children, including non-ambulatory children. - Staging and sequencing of evacuations; identity of the person in charge; staff roles and responsibilities. - Arrangements with other building occupants regarding evacuation.
--	----------------	--

5.2. Training, Induction and Rehearsals

Ensure staff understand and are prepared to respond safely and effectively during emergency situations so that emergency procedures can be implemented confidently, consistently and in accordance with service requirements following **Promapp process 3.3.22 Rehearse Emergency Responses and Safety Practices**.

Key expectations

- staff understand their responsibilities during emergency situations;
- emergency procedures form part of staff induction;
- staff participate in emergency training and rehearsals relevant to their role;
- evacuation, lockdown and other emergency response procedures are rehearsed regularly outlined below;
- children are supported to participate in emergency rehearsals and develop age-appropriate awareness of safe practices; and
- emergency rehearsals are documented, participation is recorded, and outcomes are evaluated to support continuous improvement.

Key measures

The table below outlines key measures for maintaining emergency response capability, who is responsible and the minimum expectations for practice.

Measure	Responsible	Minimum expectation
Emergency induction	Centre Manager	- Emergency procedures included in induction. - Emergency roles and responsibilities explained. - Orientation includes a review of the EMP and individual roles (Annually thereafter) - New staff must be shown and walked through the evacuation route within 2 days of commencing employment and understand emergency diagram and assembly point.
Emergency training	Centre Manager and staff	- All employees (including casuals) complete online General First Response Training via PlanSafe annually. - General evacuation instructions and General First Response Training is discussed with all Staff twice annually (evidenced on the FRM 4-F5 Meeting Agenda Reflection and Action Tool). - Responsible Persons complete Chief Warden training in addition to General First Response Training. - Fire Warden Training: provided to nominated responsible staff prior to or at the time they assume responsibilities; discuss at least twice annually
Emergency rehearsals	Centre Manager and staff	- Conduct emergency rehearsals monthly rotating scenarios (Evacuation, Lockdown, Medical). So that each scenario will be rehearsed at least every 3 months. - Rehearsals will have different scenarios, times and conditions considered using FRM 2-F43 Emergency Rehearsal Schedule and Participation Record - Rehearsals must consider children's age, developmental capability, medical needs, disabilities, trauma considerations and individual support requirements. - Additional support needs considered.
Rehearsal recording and review	Centre Manager	- Document each rehearsal using FRM 2-F18 Evacuation, Lockdown and Emergency Response Record and FRM 2-F43 Emergency Rehearsal Schedule and Participation Record - Outcomes and observations are reviewed. - Improvements identified and actioned. - Lessons learned incorporated into practice. - Update risk assessments and EMPs where required
Scenario-based learning and preparedness	Centre Manager and staff	- Different emergency scenarios practised based on areas identified in the Centre Risk Assessment. - Scenario-based learning used such as GUI 1340 Emergency Response and Safe Practice Scenarios - Staff participation at least twice annually in staff meetings (evidenced on FRM 4-F5 Meeting Agenda Reflection and Action Tool).
Children's participation and safety education	Centre Manager and staff	- Children participate in rehearsals. - Emergency preparedness experiences may be incorporated into the educational program to support children's understanding of safe responses in a developmentally appropriate way. - Participation is developmentally appropriate and individual needs considered - Safety practices incorporated into learning experiences, using supporting material from Red Cross – Talking with Children before an Emergency

Accountable (Owner)	Chief Risk and Quality Officer	Accountable (Expert)	National Quality Manager
Responsible	All staff, students, volunteers, families	Document Version	V11
Consulted	Policy Committee	Date Approved	Sept 2026
Informed	All staff, students, volunteers, families	Date next reviewed	Sept 2027

Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice. Please ensure you are using the latest version

5.3. Emergency response

Ensure emergencies are responded to promptly and effectively so that children, staff and visitors remain safe, emergency risks are managed, and appropriate actions are taken to protect people and the service environment following **Promapp process 3.4.01 Manage Emergency Evacuation and Lockdown.**

Key expectations

- Remain calm, prioritise life safety, follow the EMP, and call 000 as required.
- All staff identifying the hazard (eg. Fire smoke, chemical spill) or threat alerts others, sounds the alarm or verbally cascade as appropriate and notify Chief Warden/Nominated Supervisor/Responsible Person.
- The Nominated Supervisor/Responsible Person (Chief Warden) coordinates the response and communications.
- Each site must refer to their individual Emergency Management Plan devised for the site.
- Personal digital devices may only be used during emergencies where necessary to support communication or emergency response. Devices must never be used to capture, store or transmit images of children and must not compromise supervision following [POL 2-P33 Safe Use of Digital Technologies - Electronic Devices](#)

Evacuation

1. **Raise the alarm** – Any person identifying a hazard (e.g. fire, smoke, chemical spill) must alert others, activate the alarm (if applicable), and notify the Nominated Supervisor/Responsible Person (Chief Warden).
2. **Contact emergency services** – The Chief Warden calls 000. If safe and trained to do so, a staff member may use appropriate firefighting equipment.
3. **Commence evacuation** – Staff remain calm, collect attendance rolls and emergency kits (including emergency medication), and escort all children, staff and visitors to the designated assembly area. Do not use lifts.
 - i. If evacuating near a fire, check doors for heat using the back of the hand before opening and use an alternative route if unsafe. Stay low in areas affected by smoke.
 - ii. Older children walk in an orderly line. Babies and non-ambulant children are evacuated using approved evacuation cots or prams in accordance with centre procedures.
 - iii. Where applicable, multi-level centres must follow the stair evacuation procedures detailed in the Emergency Management Plan (EMP).
4. **Collect critical items** – The Chief Warden collects the RED Emergency Folder, family contact details, centre mobile phone and first aid kit.
5. **Clear all areas** – The person in charge of each group conducts a headcount, checks their attendance roll, completes a sweep of their room and reports "all clear" to the Chief Warden.
6. **Confirm centre clearance** – The Chief Warden ensures all remaining areas, including bathrooms, kitchens, laundries and common spaces, have been checked and cleared. Doors and windows should be closed if safe to do so.
7. **Assemble, supervise and provide care** – All staff and children remain at the designated assembly area. Staff use items from emergency kits to support children's wellbeing and maintain supervision. Administer first aid where required and keep children calm, together
8. **Notify key personnel** – The Chief Warden notifies the Regional Manager, who may escalate to the Director of Operations, Chief Operations Officer (COO), and Crisis Response Team (CRT) as required in accordance with [POL 7-P14 Crisis Response Procedure](#)
9. **Return or relocate** – Following advice from Emergency Services, re-enter the premises or implement alternative arrangements if the centre is unsafe. Complete the Evacuation, Lockdown and Emergency Response Record and participate in a debrief and following Incident Management Policy and notification.
10. **Community hazards** – Where the emergency originates outside the centre (e.g. bushfire, gas leak, flooding), follow directions from emergency authorities and implement the Incident Management and, if required, Centre Closure procedures.

Lockdown

1. **Raise the alarm** – Any person identifying a threat must immediately alert others using the lockdown alarm or verbal communication system and notify the Chief Warden. The Chief Warden calls 000 when safe to do so.
2. **Secure the premises** – Lock doors, engage release buttons or security systems, and close and secure windows and blinds where safe. Prepare for evacuation only if the threat enters the building or directed by Emergency Services.
3. **Shelter in place** – Move staff and visitors to the safest designated area away from the threat. Keep everyone calm, quiet and out of sight where possible.
4. **Reduce Visibility**: If possible and safe to do so close curtains and blinds. Turn off lights and hide out of the line of sight of windows and doors - Stay Quiet and Still: Sit on the floor, maintain absolute silence, and put mobile devices on silent mode. Do not draw attention to the room. Do Not Open Doors: Ignore any knocks or instructions to open the door unless verified directly by emergency services
5. **Account for all persons** – Where possible, Collect attendance rolls, Conduct a headcount and attendance check. Report any missing or unaccounted-for persons to the Chief Warden immediately.

Accountable (Owner)	Chief Risk and Quality Officer	Accountable (Expert)	National Quality Manager
Responsible	All staff, students, volunteers, families	Document Version	V11
Consulted	Policy Committee	Date Approved	Sept 2026
Informed	All staff, students, volunteers, families	Date next reviewed	Sept 2027
Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice. Please ensure you are using the latest version			

6. **Acknowledge the All-Clear:** Remain in place until an official "all-clear" is communicated by law enforcement or designated building authorities
7. **Confirm centre security** – The Chief Warden verifies that all rooms and common areas, including kitchens, laundries and bathrooms, have been secured and all persons accounted for.
8. **Notify key personnel** – The Chief Warden notifies the Regional Manager, who may escalate to the Director of Operations, Chief Operations Officer (COO), and Crisis Response Team (CRT) as required in accordance with [POL 7-P14 Crisis Response Procedure](#)
9. **Record and review** – Complete the Evacuation, Lockdown and Emergency Response Record, following Incident Management Policy and notification and participate in a post-incident review to identify improvements.

Escalation and support

When there is uncertainty about the appropriate response, the emergency presents an immediate risk to life or safety, or the event has the potential to significantly impact service operations, the matter must be escalated to the Responsible Person, Chief Warden, emergency services and organisational leadership as appropriate who can escalate the matter in accordance with [POL 7-P14 Crisis Response Procedure](#) when broader organisational support or coordination is required.

5.4. Recovery, Communication and Reporting

Ensure emergency events are appropriately managed after the immediate response so that people are supported, reporting obligations are met, and lessons learned are used to strengthen future preparedness and response activities following [3.4.02 Communicate Emergency Situations](#) and [3.3.11 Respond to and Communicate Incidents by Centres](#).

Key actions

- **all staff must:**
 - provide accurate information relating to the event;
 - children, staff and others affected by an emergency are supported through recovery activities
 - participate in debrief and review activities where required; and
 - implement agreed improvements relevant to their role.
- **the Responsible Person or Centre Manager must:**
 - ensure emergency events are documented using [FRM 2-F18 Evacuation, Lockdown and Emergency Response Record](#);
 - In the event of evacuation or relocation, families will be notified as soon as practicable of children's location, current safety arrangements, collection instructions and ongoing updates following [3.4.02 Communicate Emergency Situations](#);
 - follow [3.3.11 Respond to and Communicate Incidents by Centres](#) and report within 12 hours or as soon as practicable;
 - coordinate post-event review activities and used to improve future preparedness and response arrangements. [3.4.14 Manage Temporary Closures](#)

When reviewing an emergency response

- **the Centre Manager or Responsible Person must:**
 - evaluate the effectiveness of the response;
 - consider feedback from staff, families and other relevant stakeholders;
 - identify any improvements to emergency preparedness, communication or response arrangements and update documents such as EMP, Risk Assessment, Diagrams or Supporting Material; and
 - ensure agreed actions are implemented and monitored.

Assurance Activities

Affinity maintains oversight of emergency management through monitoring, reporting, verification and review activities. Information from drills, incidents, audits, inspections and stakeholder feedback is used to strengthen emergency preparedness and continuously improve the safety and wellbeing of children, employees and other persons.

6. Roles and responsibilities summary

The following table provides a summary of role responsibilities that align with the procedures and Promapp processes referenced.

Role	Responsibilities
Affinity	• Maintain an emergency management framework that complies with legislative and organisational requirements. • Provide resources, systems, training and support to enable effective emergency preparedness, response and recovery across services. • Provide organisational support and crisis management through escalation processes where required.
Nominated Supervisor / Responsible Person (Chief Warden)	• Maintain emergency preparedness arrangements, including the Emergency Management Plan (EMP), risk assessments, emergency resources and emergency documentation.

Accountable (Owner)	Chief Risk and Quality Officer	Accountable (Expert)	National Quality Manager
Responsible	All staff, students, volunteers, families	Document Version	V11
Consulted	Policy Committee	Date Approved	Sept 2026
Informed	All staff, students, volunteers, families	Date next reviewed	Sept 2027

Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice. Please ensure you are using the latest version

POL 2-P27 Emergency and Evacuation Policy and Procedure

	- Ensure staff induction, training, rehearsals and emergency records are completed and reviewed as required. - Lead and coordinate emergency responses, including evacuation, lockdown, communication and liaison with emergency services. - Ensure all persons are accounted for and reporting, notification and post-incident review requirements are completed. - Drive continuous improvement by reviewing emergency events, rehearsals and identified risks regularly
Educators and Employees	- Know and follow the EMP and this Policy and Procedure. - Participate in training and rehearsals; act promptly, calmly and in the best interests of children. - Report hazards, incidents and near misses without delay.
Families and Visitors	Follow staff directions during emergencies and rehearsals.

7. Related legislation and internal documents

The following legislation, regulations and internal documents inform and support this policy/procedure, ensuring compliance with legal requirements and consistent implementation.

Legislation	Section 167 Regulation 97 Regulation 98 Regulation 168	Regulation 169 Regulation 170 Regulation 171 Regulation 172
Policy/Procedure, Process	POL 2-P24 Incident Injury Trauma and Illness Policy and Procedure POL 3-P4 Risk Assessment Procedure POL 7-P14 Crisis Response Procedure POL7-P6 Information to be displayed Procedure. POL2-P4 Dealing with Medical Conditions Policy and Procedures POL 2-P33 Safe Use of Digital Technologies - Electronic Devices	8.2.11 Maintain Emergency Response Compliance, 8.2.01 Manage Centre Monthly Audits 3.3.22 Rehearse Emergency Responses and Safety Practices. 3.4.01 Manage Emergency Evacuation and Lockdown 3.4.02 Communicate Emergency Situations 3.4.14 Manage Temporary Closures
Forms	FRM 7-F46 Emergency Notification Plan FRM 7-F3 Master Centre Information FRM 2-D15 Emergency Kit Checklist FRM 2-F48 Personal Emergency Evacuation Plan FRM 4-F5 Meeting Agenda Reflection and Action Tool FRM 2-F43 Emergency Rehearsal Schedule and Participation Record FRM 2-F18 Evacuation, Lockdown and Emergency Response Record FRM 3-F1 Risk Assessment and Management Plan Emergency Procedures Multi-Storey FRM 3-F1 Risk Assessment and Management Plan Potential Emergencies	GUI 1340 Emergency Response and Safe Practice Scenarios INF 1075 Emergency Folder Index Red Cross – Talking with Children before an Emergency
Learning artifacts		

Accountable (Owner)	Chief Risk and Quality Officer	Accountable (Expert)	National Quality Manager
Responsible	All staff, students, volunteers, families	Document Version	V11
Consulted	Policy Committee	Date Approved	Sept 2026
Informed	All staff, students, volunteers, families	Date next reviewed	Sept 2027

Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice. Please ensure you are using the latest version

8. Version history

The version history table below records updates to this document, including approval dates and a summary of changes made.

Version Control	Date	Author	Description of Change
1	Oct 2013	AEG	Update ECSNR
1.2	Oct 2014	AEG	Update
V4.16	Apr 2016	AEG	Revision
V3.17	Mar 2017	AEG	Revision
V8.17	Aug 2017	AEG	Revision
V2.18	Feb 2018	AEG	NQS update
V3.18	Mar 2018	AEG	Fire safety training
V8.18	Aug 2018	AEG	Multi-storey buildings
V7.19	July 2019	AEG	Revision
V8.20	Aug 2020	AEG	Added reporting and PlanSafe
V9.21	Sept 2021	AEG	Name change of 2-F18. Added reporting.
V5.22	May 2022	AEG	Updated to remove CRM
V8.22	Aug 2022	AEG	Minor update
V10.23	Oct 2023	AEG	Expanded multi-storey building, RACI table
V8.24	Aug 2024	AEG	Changed ASAS to ServiceNow. No review date change
V11.24	Nov 2024	AEG	Added emerg. response area and 12 hours to log event
V10.0	Nov 2025	AEG	Added ECO Member(Chief Warden) training requirements for RPs. Revised to instruct NSW to display Annual Fire Safety Statement. Updated emergency contacts to be AM and SM in first instance. Removed reference to sign in sheets, updated with printed rolls due to electronic sign in. Specified what to include in Identify Emergencies Risk Assessment.
V10.1	Feb 2026	AEG	Significant changes – Affinity Standards to display Annual Fire Safety Statement and External Emergency Response Provider reviewed and made additions to policy and procedures to reflect best practice
V11	Sept 2026	AEG	Updated in line with ACECQA guidance, NSW Emergency and Evacuation Guidance and external ACM fire provider guidance to ensure we are aligned in our practices with current standards.

Accountable (Owner)	Chief Risk and Quality Officer	Accountable (Expert)	National Quality Manager
Responsible	All staff, students, volunteers, families	Document Version	V11
Consulted	Policy Committee	Date Approved	Sept 2026
Informed	All staff, students, volunteers, families	Date next reviewed	Sept 2027

Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice. Please ensure you are using the latest version