



Education and Care Services References

National Quality Standards

Quality Area 2: Children's health and safety		
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2	Safety	Each child is protected.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child safety and protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and response to every child at risk of abuse or neglect.

Quality Area 7: Governance and leadership		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making an operation of the service.

Education and Care Services National Law and National Regulations

S.3A	Paramount consideration
S.51	Conditions on service approval
S.167	Offence relating to protection of children from harm and hazards
S.174	Offence to fail to notify certain information to Regulatory Authority
S. 219A	Power of Regulatory Authority to close services because of emergency event
4	Definitions: "multi-storey building" and "storey"
12	Meaning of serious incident
89	First aid kits
93	Administration of medication
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
175	Prescribed information to be notified to the Regulatory Authority

Policy Statement

Bushfires are an inherent part of Australia's environment. Bushfires can significantly impact on lives, property and the environment. The basic factors that determine whether a bushfire will occur include the presence of fuel, oxygen and an ignition source. The intensity and speed at which the bushfire will spread depend on the current temperature, fuel load (fallen bark, leaf litter, small

branches), fuel moisture (dry fuel will burn quickly, damp or wet fuel may not burn at all), wind speed and slope angle.

Emergency management arrangements for fire safety differ within each state and territory and are determined by the State Emergency Services (SES) or combined emergency service agencies. This policy reflects information related to Education and Care Services located in NSW.

This policy outlines the strategies and procedures the Service will adhere to in the event of a bush fire, including information about Service closure during an emergency evacuation and forms part of our Service's Emergency Management Plan (EMP). The EMP records the emergency management arrangements to ensure every reasonable precaution to protect children, staff and visitors from harm and hazard is maintained at all times.

Purpose

We aim to ensure every reasonable precaution is taken to protect children and staff from harm and hazards likely to cause trauma and injury, including potential injury from bushfires. The potential for extreme fire conditions varies greatly throughout Australia, both in frequency and severity. Each state and territory has varying mandatory regulations for implementing policies and procedures for being safe in areas where bushfires occur. Our Service will adhere to the regulations outlined by NSW Early Learning Commission and will be familiar with relevant legislation and other special requirements, such as building regulations, traffic restrictions or emergency announcements that may apply to the area where our Service is located.

Scope

This policy applies to children, families, staff, educators, management, the approved provider, nominated supervisor, students, volunteers and visitors of the Service.

Implementation

appropriately during periods of high fire danger or local bushfire activity. This policy, and related procedure are to be implemented should a bushfire threaten our Service. During peak bushfire season, the nominated supervisor will monitor fire ratings through relevant authorities on a daily or hourly basis and communicate with all stakeholders as required. We are aware of the Australian Fire Danger Rating System (AFDRS) and have appropriate fire safety equipment installed and maintained at all times.

Our Service is committed to ensuring that children's safety, rights and best interests are the paramount consideration in all decisions, actions and practices. Our Emergency Management Plan (EMP) ensures all staff are trained to use fire safety equipment and through regular training, understand evacuation procedures in case of an emergency.

Definitions

The Australian climate is frequently hot, dry, and susceptible to drought. The widely varied fire seasons are reflected in the continent's different weather patterns. For New South Wales and southern Queensland, the peak risk usually occurs in spring and early summer.

A **'bushfire-prone area'** is an area of land that can support a bushfire or is likely to be subject to bushfire attack. Bushfire-prone maps are prepared by local councils and governments within each state and territory. Baseline data for bushfire-prone areas is referred to as Bushfire Attack Level (BAL).

The **Australian Fire Danger Rating System (AFDRS)** describes the potential level of danger should a bushfire start. This rating is standardised across all Australian states and territories. The higher the fire danger rating, the more dangerous the conditions. The AFDRS uses 4 tiers of fire danger from Moderate (green) to Catastrophic (red). The AFDRS is maintained and updated by emergency services in each state or territory.

Emergency Management Plan (EMP): identifies the nature and range of possible emergencies and hazards to which children and staff may be exposed and the response and procedure in the event of an emergency. Effective planning and preparation of the EMP within the workplace ensures optimal response to emergencies should they occur. A risk assessment to identify potential emergencies that impact the Service forms the basis of the EMP.

The approved provider, management, nominated supervisor will:

- ensure that obligations under the Education and Care Services National Law and Education and Care Services National Regulations are met
- ensure all actions prioritise children's safety, wellbeing and best interests as the paramount consideration
- ensure educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and relevant procedures
- ensure all new employees, students and volunteers are provided with a copy of this policy as part of their induction process
- ensure the Emergency Management Plan (EMP) is updated regularly and is inclusive of Emergency and Evacuation policies and procedures
- consult with relevant authorities for guidance and advice on the management of bushfire risk and emergencies
- establish an Incident Management Team (IMT) to lead the implementation of the Emergency and Evacuation Plan (e.g., Chief Warden, planning officer, communications officer, operations officer) or in smaller services, assign multiple roles for educators/staff
- ensure a back-up communication device is kept in a permanent location and is always available in an emergency. Example: a designated fully charged service-supplied mobile phone
- conduct a risk assessment to identify a potential bushfire risk to the Service
- review the risk assessment at least every 12 months and following any incident
- ensure the risk assessment considers
 - prevention measures the Service will take before and during the bushfire period
 - procedures to be taken when there is a bushfire in the local district, including onsite (shelter-in-place) and offsite evacuation procedures
 - response measures the Service will take if confronted with a bushfire hazard or emergency
 - identified evacuation assembly areas and evacuation routes (it is recommended that the plan contains 2 external (off-site) evacuation assembly areas if practical to do so)



- emergency communication arrangements in case of power outages (e.g., a designated landline, Emergency Positioning Indicator Radio Beacon (EPIRB), satellite phone, or service-supplied mobile phone)
- the use of a battery-operated radio in its shelter-in-place location or emergency kit
- what assistance will be required to evacuate children at the Service, including non-ambulant children and infants, with consideration for multi-storey buildings
- whether the identified evacuation place is safe for children, considering factors such as accessibility, size, shelter and its facilities
- educators' responsibilities in preparing children for evacuation, such as putting on children's shoes and gathering their medication and medical management plans (e.g., for children with medical conditions).
- what to do with sleeping children, babies or children with additional needs during the evacuation
- what mechanisms are in place to ensure the transfer of real-time information, such as weather forecasts, bushfire activity, site closures and emergency operations
- how families will know where to locate their child if evacuated
- procedures to ensure children are only released to persons authorised to collect them
- mechanisms to ensure visitors and contractors are aware of the Service's emergency response procedures
- location of flammable substances/materials (gas storage bottles and fixed tanks) - ensure these are secured and controlled
- contact the local council or visit the [NSW Rural Fire Service](#) to determine if the Service is located in a bushfire-prone area
- ensure current emergency and evacuation floor plans are in prominent positions (i.e., near exits including along evacuation routes) of the Service with clear instructions for what to do in an emergency
- ensure exit signs are displayed above emergency exits, emergency exits are free from debris and obstructions and are easy to open
- ensure emergency rehearsals, including a bushfire rehearsal and shelter-in-place on site are practiced with educators and children every 3 months [see Bushfire Response Procedure], and keep a record of each rehearsal
- ensure the Service and educators are prepared for bushfire conditions and are prepared to respond quickly and appropriately during high fire danger periods
- cancel any outdoor activities on days where the air quality due to bushfire smoke may cause harm to children [see Bushfire Response Procedure]
- ensure all fire safety equipment is installed and maintained regularly - (fire extinguishers, fire panels, smoke detectors, long hoses with nozzles, buckets etc.)
- ensure all fire safety equipment is easily accessible, has clear signage with operating instructions displayed, and is clear of vegetation or debris
- ensure all outdoor taps are in working order
- communicate bushfire with staff, educators, and families about bushfire preparation information and provisions
- discuss the Bushfire Response Procedure at team meetings and make any amendments as required



- ensure local emergency services have current contact details, including mobile number for emergency contact after hours
- ensure clear and effective communication procedures during an emergency are rehearsed to test their effectiveness in an emergency
- organise and communicate with off-site evacuation sites about emergency arrangements
- ensure the weather forecast, warnings and alerts, including the Australian Fire Danger Rating System (AFDRS), are checked daily through the [Bureau of Meteorology](#) or [Fire Danger Ratings and Total Fire Bans in NSW](#).
- provide a back-up communication device, such as a battery-operated radio for emergencies
- ensure gutters are cleaned out and free from dry leaves and other debris
- trim trees to 2m from the Service building
- ensure boundaries, outdoor areas and driveways are clear of dry grass, long grass, dead vegetation, thick and continuous shrubs, leaves, dead limbs/trees and other combustible materials
- consult with neighbouring properties or the local council if neighbouring properties pose a fire risk
- ensure driveways are accessible for fire emergency vehicles, clear of overhanging branches and archway structures
- ensure rubbish and recycling bins are secure with closed lids, emptied regularly and located away from the Service's shelter-in-place location
- consider the Service's onsite (shelter-in-place) and off-site location, ensuring it is accessible and can accommodate all children and staff, with access to toilets and water
- ensure all emergency exits are clear and accessible at all times
- conduct an emergency evacuation kit review every 6 months to ensure emergency contact information and supplies are current
- ensure all records of attendance of children, staff, visitors and volunteers are accurate each morning
- ensure current emergency phone numbers are near the Service phones, and in the contacts of designated service-supplied mobile phones, this includes contacts for the emergency services and the regulatory authority
- monitor the bushfire situation when the rating is High (yellow) or above through the internet or radio
- ensure the [Hazards Near Me](#) app is installed on designated service-supplied mobile phones
- be prepared for closures of the Service on days when Catastrophic (red) Fire Danger Rating System (AFDRS) is issued in the NSW Fire Area or upon advice from relevant authorities (e.g., NSW Department of Education, NSW Early Learning Commission or Fire Authority), and if required, close the Service and remain closed until further advice
- inform families of emergency closures as soon as practicable to ensure the immediate collection of children
- advise families, in the event of a planned closure, as reasonably practicable through SMS/social media/phone calls/email to provide details of the planned closure, including the period of closure
- notify the regulatory authority in the event of any closures or damage to premises within 24 hours or as soon as possible via the [NQA ITS](#) or phone if there is no access to the internet



- at a reasonable time after the incident has occurred, consider asking emergency services to review the Service's incident response.

Educators will

- assist in the development and review of the Service's Emergency Management Plan (EMP)
- examine the Service grounds during their daily indoor and outdoor safety checks to ensure flammable and/or combustible materials (e.g., dead leaves and bark, chemicals) have been removed
- ensure they are familiar with the daily Australian Fire Danger Rating System (AFDRS)
- ensure the emergency evacuation kits are organised and stored in an area that is easily accessible
- become familiar, confident with and implement the Service's emergency evacuation policies and procedures
- participate in emergency rehearsals, including Bushfire Response procedures, at least every 3 months
- become familiar with the Service's emergency exits, routes, and assembly area/s
- eliminate all papers around the Service, including artwork, posters, displays and empty garbage and recycling bins if advised that bushfires are in the local district
- keep up to date with professional development and training about bushfires, emergency equipment and emergency evacuation procedures
- provide age-appropriate learning experiences that teach children about bushfire safety, fostering safety and emotional support
- be familiar with their role and responsibilities in the event of a bushfire.

Related Policies

- Administration of First Aid Policy
- Emergency and Evacuation Policy
- Family Communication Policy
- Health and Safety Policy
- Incident, Injury, Trauma and Illness Policy
- Supervision Policy
- Work, Health and Safety Policy

Policy Review

- The Service will review the Bushfire Policy and related documents regularly or as current information arises.
- Families are encouraged to collaborate with the Service to review the Policies and Procedures.
- Educators and staff are essential stakeholders in the policy review process and will be encouraged to be actively involved.

Policy Version

Version	Version changes
1.0	• Minor punctuation



Version	Version changes
	• All URLs checked (state-specific and sources) • Sources information improved
2.0	• Changes to mandatory submission of EMP for Victorian services on the BARR register added • Additional information and links added
3.0	• Additional information added to points. • References added to resources and information. • Sources/references alphabetised. • Minor grammatical changes.
4.0	• no major updates-spelling of <i>bushfire</i> updated throughout policy • edits for clarity and consistency: e.g., some points are now combined; language changed to reflect the Australian Fire Danger Rating System (AFDRS) • additional information re: paramount consideration and service-supplied device • sources updated as required • hyperlinks checked and repaired as required

Source Acknowledgments

- Consultation with management, educators, staff and families
- Australian Children's Education & Care Quality Authority. (2026). [*Guide to the National Quality Framework*](#)
- Australian Government: Geoscience Australia. Community safety: [*Bushfires*](#)
- [*Children \(Education and Care Services\) National Law \(NSW\)*](#)
- Community Early Learning Australia. (2020). [*Bushfire advice for children's services*](#)
- [*Education and Care Services National Regulations \(2025\) \(NSW\)*](#)
- NSW Government. Education. [*Emergency Planning, Management, Response and Recovery*](#). (2025)



Appendix

Emergency Management Plan inclusions

- Name and address of the Service
- Early childhood service facility profile
- Emergency contact details of Service (including designated mobile phone number)
- Incident Management Team structure and contact details and responsibilities
- Incident Management Team responsibilities- pre-emergency/during emergency/post-emergency
- Communication tree
- Educators/staff trained in first aid
- Emergency response procedures (on-site evacuation/relocation procedure; off-site evacuation procedure; lockdown procedure; lockout procedure; shelter-in-place procedure)
- Children/students and educators/staff with additional support needs
- Parent/family contact details
- Evacuation diagram and procedures including assembly points and transportation arrangement if required to evacuate
- A site-specific Risk Assessment identifying the particular emergency and hazards, assessing the risks they present and details on how your service will manage these.
- For Bush Fire Policy the Risk Assessment will detail-
 - prevention measures the Service will take before and during the bush fire period
 - procedures to be taken when there is a bush fire in the local district
 - response measures the service will take if confronted with a bush fire hazard or emergency
- Emergency drills schedule
- Emergency kit checklist
- Response procedures for specific emergencies
- Recovery measures to support the return to the Service and routines



Appendix

Emergency Kit Contents Checklist

Important: Use the list below as a close guide on what is required to maintain in your emergency kit.

Emergency kit contents	✓
Small portable First Aid kit	
Copy of Bush Fire policy and procedures	
Copy of service's site plan identifying exits from building, safe spaces to shelter and assembly points	
Emergency contact details for children	
Emergency contact details for staff	
Details of additional/medical needs of staff and children	
Potentially required medications (e.g., EpiPen, asthma inhaler)	
Charged mobile phone	
Phone chargers to suit any mobile phone likely to be used in an emergency	
Fully charged UHF radio (remote locations) with charger	
Portable battery-powered radio	
Torch and spare batteries	
Whistle/s	
Service keys	
Staff safety vests	
Bottled water and disposable cups	
Non-perishable snacks (such as biscuits/crackers, dried fruit, energy/muesli bars)	
Spare nappies, baby wipes, and gloves	
Tissues	
Sunscreen and spare hats	
Garbage bags	