



# RISK ASSESSMENT: Emergency and Evacuation

**Service Name:** St Dunstan's Kindergarten

**Date Completed:** January 2026

**Assessment Review Date:** January 2029

**Completed by:** Nikki Samuel – Nominated Supervisor

**Persons at Risk:** Children, teachers, assistants, visitors

**Assessment Focus:** Fire, natural disasters, security threats, medical emergencies

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## 1. Fire Emergency

### Hazards

- Smoke inhalation
- Panic and distress among children
- Blocked or unfamiliar escape routes
- Slow evacuation due to young age

### Risks

- Children may hide, cry, or freeze
- Risk of injury during evacuation
- Separation from staff

### Control Measures

- Fire alarms tested regularly
- Clearly marked, child-height evacuation routes
- Regular fire drills adapted for young children
- Staff trained in child-led evacuation
- Visual cues (pictures/arrows) to guide children
- Evacuation aids (rope rings, buddy system)
- Attendance register taken outside immediately

### Responsible Persons

- Class teachers

## **2. Evacuation Due to Natural Disasters (Earthquake, Flood, Severe Weather)**

### **Hazards**

- Falling objects
- Structural damage
- Slips, trips, and falls
- Fear and confusion

### **Risks**

- Injury during movement
- Children unable to follow instructions

### **Control Measures**

- Secure furniture and shelving
- “Drop, Cover, Hold” training (earthquake-prone areas)
- Safe indoor shelter areas identified
- Clear evacuation plan for flooding
- Emergency supplies (water, first aid, blankets)
- Staff reassurance and calm verbal guidance

### **Responsible Persons**

- All staff
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## **3. Security Threat / Lockdown Situation**

### **Hazards**

- Unauthorized entry
- Violent or suspicious individuals

### **Risks**

- Emotional trauma
- Physical harm

### **Control Measures**

- Controlled entry and exit points
- Visitor sign-in procedures
- Lockdown drills (age-appropriate)
- Doors that can be locked from inside
- Quiet activities prepared for lockdown situations
- Staff trained in child protection and crisis response

## **Responsible Persons**

- Management
  - All staff
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## **4. Medical Emergency During Evacuation**

### **Hazards**

- Asthma attacks
- Allergic reactions
- Injuries during evacuation

### **Risks**

- Delayed treatment
- Child distress

### **Control Measures**

- Individual health care plans for children
- Emergency medication accessible
- First-aid trained staff on-site
- Emergency contact details readily available
- Clear procedure for calling emergency services

## **Responsible Persons**

- Designated first aider
  - Class teacher
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## **5. Evacuation Process Risks**

### **Hazards**

- Crowding at exits
- Slips and falls
- Children wandering off

### **Risks**

- Injury or missing child

### **Control Measures**

- Staggered evacuation by classrooms
- Staff positioned at front and rear of group
- Headcounts at multiple stages
- Designated safe assembly point away from hazards

## Responsible Persons

- Teachers and assistants
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## 6. Communication Failures

### Hazards

- Alarm not heard
- Instructions misunderstood

### Risks

- Delayed evacuation

### Control Measures

- Visual alarms and backup systems
  - Simple, repeated verbal instructions
  - Whistle or bell as backup signal
  - Staff communication via two-way radios or mobile phones
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## 7. Post-Evacuation Risks

### Hazards

- Exposure to weather
- Emotional distress
- Re-entry before area is safe

### Risks

- Illness or injury

### Control Measures

- Shelter plan for prolonged evacuation
  - Blankets and water available
  - Comforting strategies for children
  - Clear “all-clear” authority defined
  - Parent communication procedure in place
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## Risk Level Summary

Hazard	Risk Level Before Controls	Risk Level After Controls
Fire	High	Low
Natural Disaster	Medium–High	Low

<b>Hazard</b>	<b>Risk Level Before Controls</b>	<b>Risk Level After Controls</b>
Security Threat	High	Medium–Low
Medical Emergency	Medium	Low

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### **Review and Monitoring**

- Reviewed annually or after any incident
- Updated when building layout or enrolment changes
- Regular staff training and drills documented