

National Quality Framework  
Fact sheet for approved providers

# Display of emergency and evacuation floor plan and instructions



One of the core objectives of the National Quality Framework is to ensure the safety, health and wellbeing of children attending education and care services.

In an emergency, a service's emergency and evacuation floor plan and instructions must be followed in order to lead children to safety.

Approved providers must ensure early childhood education and care services have a policy and procedure for emergency and evacuation (regulation 168(2)(e) of the Education and Care Services National Regulations).

Emergency and evacuation procedures must:

- set out instructions for what must be done in an emergency
- include an emergency and evacuation floor plan (regulation 97 of the National Regulations).

## Placement of emergency and evacuation floor plans and instructions

Regulation 97(4) states that approved providers must ensure a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service's premises, including a family day care residence or approved venue.

Approved providers in Queensland must ensure that a copy of the emergency and evacuation floor plans and instructions are displayed in a prominent position near **each exit that forms part of an evacuation route.**

This position reflects the *Building Fire Safety Regulation 2008* (Qld) and National Construction Code requirements.

On this basis, when officers of the Regulatory Authority visit your service, they will be checking to ensure that your emergency and evacuation floor plans and instructions are:

- displayed prominently
- near each exit that forms part of an evacuation route for your service.



## More information

Email the department at [ecec@qed.qld.gov.au](mailto:ecec@qed.qld.gov.au)

Contact your regional office  
(visit the department's website at [www.earlychildhood.qld.gov.au](http://www.earlychildhood.qld.gov.au) and search for "regional offices").

Phone the Regulation, Assessment and Service Quality team on 3328 6780.



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Government**