



Dara School

Out of School Hours Care

**Emergency and Evacuations
Policy**

EMERGENCY AND EVACUATIONS OSHC POLICY

1. BACKGROUND

In accordance with the National Law (Regulation 97), all Services must have policies and procedures which set out what must be done in an emergency and to have an emergency and evacuation floor plan that is displayed in a prominent position.

Emergencies include:

- Cyclone
- Flood (call State Emergency Service 132500)
- Fire (within the building or exterior premises) or bushfire
- Terrorist threat
- The presence of dangerous animals or insects
- Other situations that require a lockdown to be implemented
- A situation that requires the evacuation of the premises

An emergency may also include an accident or sudden illness that requires the immediate response of Educators. It might include an asthma attack, a seizure or an anaphylactic reaction.

2. SCOPE

This policy applies to children, families, educators, management, and visitors of the Service.

3. POLICY STATEMENT

The Dara OSHC Service considers the safety of our families, children and Educators is paramount. Pivotal to our overall safety procedures is the management of emergency situations. Our procedures are tested and reviewed a minimum of once each school term. These procedures comply with regulatory requirements and are consistent with recommendations by recognised authorities. We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the Service's environment. It is a risk to an individual's health and safety. It is important that Services define emergencies that are specific to their environment.

4. IMPLEMENTATION

4.1 EVACUATION

- Emergency evacuation procedures (including a floor plan) will be clearly displayed near the main entrance and exit of each room used by the Dara OSHC Service and are to be followed in the event of fire, natural disaster or other emergency. In preparing these procedures, a risk assessment must be undertaken to identify the potential emergencies that are relevant to the Service.
- There are clear instructions for what steps will be taken by the director, Educators, staff and volunteers in case of emergency.
- The evacuation plan will include:
 - A safe assembly area, with its own escape route, away from access areas for emergency services and the building; where relevant and practical, use the same assembly areas as the school.
 - An alarm/siren or other method to give notice of an emergency
 - A second assembly area in the event that the first assembly area becomes unsafe
 - Unobstructed routes for leaving the building, which are suitable to the ages and abilities of the children (special consideration must be given to the evacuation of children with disabilities)
 - An emergency pack stored away from the building, including items such as blankets, first aid kit and so on
 - A person nominated to collect the attendance roll and families' emergency contact numbers and, at the assembly area, check the roll to ensure that all children, Educators and other staff are present.
 - A list of current emergency services contact numbers and a person nominated to phone the relevant emergency service
 - A person nominated to check that the building is empty and, if safe to do so, check that all doors and windows are closed to contain the spread of fire
 - A person nominated to supervise the children at the assembly area. When the emergency services personnel arrive, the Director will inform the officer in charge of the nature and location of the emergency and of any missing children, Educators or other staff.
 - No one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.
 - Fire extinguishers will be installed and maintained in accordance with Australia Standard 2444. Educators will be instructed in their operations. Educators will attempt to extinguish fires only when:
 - A fire is burning in the exit and is preventing the safe evacuation of the children and staff
 - The children have been evacuated from the room
 - The fire is small

- There is no danger to the person operating the extinguisher and the person is well trained and confidence in its use.

The Service will have a fire blankets, and will ensure that appropriate and functioning smoke detectors are installed and that there is a residual current device fitted.

Safety and evacuation drills involving Educators and children will be practised in before school care and after school care at least one a term, and at least once during each vacation care program, when most children are present.

4.2 Lockdown

Dara OSHC will bring children indoors if there is a serious risk to their safety outdoors.

The Lockdown procedure will be implemented as follows:

- Having a different alarm sound to that of the evacuation alarm sound
- Lockdown will be induced for a range of reasons, including gas leaks, storms or trespassers.
- The procedure of bringing children indoors under lockdown circumstances will be clearly outlined in the Educators' induction information.
- There will be regular practices of lockdown procedures.
- There will be a designated gathering point indoors, where practical.
- Regular drills with children will occur.
- Checks will be conducted to ensure all children are safe and accounted for.

4.3 Bushfire

With reference to *Department of Education, South Australia Bushfire Preparation*, OSHC Services on Department of Education sites must develop a Bushfire Action Plan in consultation with the approved provider, regardless of where the Service is held (ie regional, metropolitan or otherwise).

- Know the bushfire risk to your site and consider the Bushfire Action Plan.
- Identify a refuge building in liaison with the site leader.
- Ensure access to an analogue phone that can be plugged into a land line.
- Consider the Department of Education's Bushfire Threat Flowchart when actioning any plans.

5. ROLES AND RESPONSIBILITIES

5.1 The Director and Educators will:

During lockdown:

- Plan to maintain the safety of children, Educators and staff.
- Ensure all children, Educators, families and visitors of the Service remain inside.
- If possible, make every effort to lock windows and doors.
- Ensure children remain in a confined area, or out of sight during the lockdown period.

During evacuation:

- Ensure all children, Educators, staff and visitors are accounted for at the designated assembly area.
- Ensure all emergency equipment is gathered and available for use (including medications as required).
- Liaise with emergency service personnel and coordinate (or delegate) all communications.
- Ensure families are communicated with, where practical, to keep them informed of the situation.
- Ensure all appropriate reporting is conducted in a timely manner following the event.

In general:

- Ensure all emergency plans are current, visible and well communicated.
- Regularly review all strategies to ensure they are up to date and relevant.
- Practice emergency drills regularly, but at the very least, every term.
- Ensure all Educators and staff have been trained in and are aware of emergency procedures, the locations of emergency equipment and assembly points.
- Ensure all evacuations and lockdowns are conducted in a calm, orderly fashion to ensure the safety of children, Educators, staff and visitors is maintained to the highest ability.

5.2 Families will:

- Ensure emergency contact information is kept up to date.
- Act promptly with any instruction given by Dara OSHC staff during an emergency, including remaining off site, where instructed to do so.
- Follow the instructions of emergency service personnel, including not hindering rescue/relief efforts by lingering, loitering or otherwise interfering with Emergency vehicles, equipment or personnel.

6. RELATIONSHIP TO REGULATIONS

National Quality Standards (NQS)

Quality Area 2: Children’s Health and Safety

Education and Care Services National Regulations

Regulation 168 – Policies and Procedures in relation to emergency and evacuation

Regulation 97 – Emergency and Evacuation Procedures

Regulation 98 – Telephone or other communication equipment

7. REFERENCES

Department of Education, South Australia website, Bushfire preparation

www.education.sa.gov.au/parents-and-families/safety-and-wellbeing/bushfires/bushfire-season-preparation

Department of Education, South Australia Bushfire Threat Flowchart

www.education.sa.gov.au/sites/default/files/bushfire_threat_flowchart.pdf?acsf_files_redirect

SA Country Fire Service (CFS) www.cfs.org.au

Department for Education, South Australia Emergency Management Policy

www.edi.sa.edu.au/library/document-library/controlled-policies/emergency-management-policy.

Australia Children’s Education and Care Quality Authority website Accessed on 23 March 2022 from

<https://www.acecqa.gov.au/>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

ECA Code of Ethics

Guide to the National Quality Standard

Australian Government – Emergency Services www.australia.gov.au/information-and-Services/public-safety-and-law/emergency-Services

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

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