



Emergency and Evacuation Policy

National Quality Standards

Area 2 - Children's health and safety

Standard 2.2 - Safety

Elements:

2.2.2: Incident and emergency management.

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Children (Education and Care Services) National Regulations (2011 SI 653):

Reg. 97

Emergency and evacuation procedures

Related Policies:

- Providing a child safe environment

Policy Statement:

The Adventure OSHC team has the responsibility to provide a safe and secure environment free from harm to all children, families, Educators and visitors (*"My Time, Our Place" 1.1, 3.1*). It is paramount that in the event of an emergency that any potential risks to anyone present within the Service are minimised to the utmost reasonable capacity.

All children and Educators will be aware of and practised in emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence, these procedures will be immediately implemented. In implementing drills of emergency procedures with children, Educators will encourage children to discuss possible scenarios where emergency procedures may be required and support children to come up with solutions and ideas for improving the procedures or discussing ways to avert emergency situations (*"My Time, Our Place" 4.2*).

Emergency, in relation to an education and care service, means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the education and care service.

Examples: Flood, fire or a situation that requires the education and care service premises to be locked down.



Purpose:

The Service has developed the appropriate emergency procedures that will be implemented in the event that an emergency does occur. Educators will implement emergency or evacuation procedures at any given time when a situation poses a significant threat to the children or to others in the Service.

Scope:

This policy applies to children, all Adventure OSHC Educators and OSHC Staff, Approved Provider, school, and families.

Implementation:

The Area Manager will ensure:

- The Service possesses detailed Emergency Procedures that have been drafted in accordance with the Department of Education and Training guidelines.
- A risk assessment of the Service site has been conducted to develop the Emergency Procedures.
- Fire extinguishers are installed on the site and maintained. The property owner is responsible for the maintenance of fire extinguishers.
- After an emergency event, a debrief may be required for those involved. If this is required, this will be made available to Educators and children.
- That the Regulatory Authority will be notified of an emergency, according to current legislative requirements.
- The Centre Co-Ordinator will be provided with further training and information on emergency procedures to ensure the safety of all individuals at the Service.

The Centre Co-Ordinator will ensure:

- Educators will be aware of emergency procedures during their induction process. Educators must also familiarise themselves with the Emergency Procedures specific to the site during their induction and throughout their time working at OSHC.
- In the event of an emergency, the Centre Co-Ordinator will notify the OSHC Manager and the OSHC Manager will seek additional resources and help if required.
- The Service must have relevant emergency phone numbers on clear display and accessible at all times.
- If an emergency occurs, the Centre Co-Ordinator will conduct an evaluation to ensure all procedures followed were acceptable for the occasion.



All Educators will ensure:

- They are familiar with their specific roles and responsibilities in the event of an emergency, in addition to the overall responsibility of all Educators to ensure all the children are safe, accounted for and gathered.
- They will check the number of children regularly throughout the emergency.

Emergency Drills:

- All staff members and children are informed of the safety and emergency procedures.
- Emergency procedures will be practiced in accordance with [Regulation 97 of the Education and Care Service National Regulations \(2011\)](#), detailing that emergency procedures must be practiced every three months.
- Mock emergency situations will consider a variety of different practice styles, scenarios, buildings, and lock down procedures on and off the premises.
- **Each drill documentation will include:**
 - Date of the drill, session type, start and finish time of the drill, if drill was planned or performed without notice, how many individuals were present in the Service according to the attendance sheet, any problems that were encountered, any additional notes regarding how the drill went and how the children responded.
 - This documentation will be kept for a minimum of three years, according to the Occupational Workplace Health and Safety laws, and in compliance with [Regulation 183 of the Education and Care Service National Regulations \(2011\)](#).

The following procedures will apply in emergencies:

- All individuals present in the Service will immediately cease all activities.
- All staff members will assist any individual who is in immediate danger and will direct others away from danger.
- Educators will evacuate children and all other individuals to a designated checkpoint and conduct a head count and roll call to ensure all children are accounted for.
- Staff members will inform the Centre Co-Ordinator.
- Staff members will congregate children into one room, if applicable and safe to do so (lockdown)
- Doors and windows will be closed where possible (lockdown)
- An Educator will collect all children's medication and first aid kits to ensure individual medication requirements can be met.
- An Educator will collect the emergency evacuation kit, the Service iPad and the Service mobile phone.
- Staff members will check ahead to ensure the existing exit is the best option to depart from and will wait for further instructions if an emergency is not clear.
- One Educator is to check all areas of the Service for children.



- Educators are to keep children calm and reassured that they are safe.
- Educators will contact emergency services.
- Emergency services will advise the Centre Co-Ordinator when it is appropriate to release children to their families.
- Educators will not at any time place themselves, the children or other team members at risk.
- The Centre Co-Ordinator will contact the OSHC Manager.

Procedures for different emergency situations:

Fire/Smoke	<ul style="list-style-type: none"> ● All instructions need to be followed and carried out according to the Centre Co-Ordinator. Evacuation procedures will apply. ● All Educators will evacuate children and all other individuals present in the Centre. ● Evacuation procedure will apply.
Act of terrorism	<ul style="list-style-type: none"> ● All instructions must be followed according to the police or Centre Co-Ordinator. ● All Educators will congregate children in a room and shut all doors and windows if applicable. ● Lock down procedure OR lock out procedure will apply.
Chemical leaks and spills	<ul style="list-style-type: none"> ● All instructions must be followed according to the Centre Co-Ordinator. ● All Educators will evacuate children and all other individuals present in the Centre. ● Evacuation procedure MAY apply.
Snake or other dangerous animal	<ul style="list-style-type: none"> ● Educators will contact the Local Council and WIRES to inform them of the correct procedure for removal of the animal. Correct procedures may require lockdown. ● Lock down procedure MAY apply.
Bomb threat	<ul style="list-style-type: none"> ● Educators will record the conversation detailing the bomb threat. ● All Educators will evacuate children and all other individuals present in the Centre, unless police advise otherwise. ● Evacuation, lock down, OR lock out procedure will apply.
Unauthorised intruder	<ul style="list-style-type: none"> ● All instructions must be followed according to the Centre Co-Ordinator, or emergency services. ● Evacuation or lockdown procedures may apply. ● Lock down or lock out procedure will apply.
Death of a child or adult	<ul style="list-style-type: none"> ● Educators will refer to policies dealing with medical conditions, incidents, injuries and trauma and administration of first aid. ● All instructions must be followed according to the Centre Co-Ordinator.
Outbreak of infectious	<ul style="list-style-type: none"> ● All instructions must be followed according to the Centre Co-Ordinator, or emergency services.



disease or illness	<ul style="list-style-type: none"> ● Educators will refer to policies dealing with medical conditions, incidents, injuries and trauma and administration of first aid. ● Evacuation procedure MAY apply.
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In the event of an emergency that is not specified above, the Centre Co-Ordinator may deem the Service to be an unsafe environment and commence an evacuation procedure and/or close the Service temporarily, e.g. natural disaster. In the event of the temporary closure of the Service, the administration team will contact each child’s parents/guardians and request immediate pick-up of their child from the Service.

When Discovering an Emergency:

- Any staff member who discovers an emergency at the Service must alert the Centre Co-Ordinator immediately to initiate emergency measures.
- Depending on the type of emergency, the Centre Co-Ordinator will initiate an evacuation, lockout or lockdown.

Evacuation	<ul style="list-style-type: none"> ● Routes for leaving the building that are suitable for all ages and abilities. These should be clearly mapped out. ● Plan of where the fire extinguishers are located displayed in a public place. ● A safe assembly point away from access of emergency services. ● An alternative assembly area in case the first one becomes unsafe. ● List of items to be collected and by whom. ● List of current emergency numbers. ● Each Educator’s duties in the emergency. <p>Educators will be required to:</p> <ul style="list-style-type: none"> ● Make the announcement to evacuate, identifying where and how. ● Collect children’s attendance records and families contact numbers. ● Collect emergency services numbers and Centre mobile phone. ● Make the phone call to 000 or other appropriate service, management and families as required. ● Collect the first aid kits.
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	<ul style="list-style-type: none"> • Check that the building and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire. • Supervise the children at the assembly area, and take a roll call of children, Educators and any volunteers or visitors. • When the emergency service arrives, the Responsible Person will inform the officer in charge of the nature and location of the emergency and if there is anyone missing. • No one should re-enter the building until the officer in charge has said it is safe to do so.
Lockout	<ul style="list-style-type: none"> • The Centre Co-Ordinator will inform all Educators about the decision to lockout (exclude a visitor from the building and keep all individuals present at the service inside the building). • This may include an evacuation of all individuals present at the Service. • The Centre Co-Ordinator will contact emergency services by dialling 000. <p><u>If a person/s known or unknown to the Service harasses or makes threats to children or Educators at the Service, or on an excursion, Educators will:</u></p> <ul style="list-style-type: none"> • Calmly and politely ask them to leave the Service or the vicinity of the children. • Be firm and clear and remember your primary duty is to the children in your care. • If they refuse to leave, explain that it may be necessary to call the police to remove them. • If they still do not leave, call the police. • If the Responsible Person is unable to make the call, another Educator should be directed to do so. Educators should liaise with team members in advance to determine a code phrase that will alert another team member to a threat situation arising and prompt them to contact police. This should be something that will not draw attention to the situation by the offender and something only the staff are aware of, for example 'please put the PlayStation on for the children' as only staff will know that the Service does not actually have one. • Where possible, Educators must endeavour to calmly move the children away from the person and this may be achieved quickly with the use of another code phrase that will encourage word of mouth transmission between children to move quickly from the area and initiate lockdown procedure without causing them



	<p>alarm (as an example, the reminder to a child that ice cream is being served today at a specified location for all children).</p> <ul style="list-style-type: none"> • No Educator should attempt to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible and wait for the police. • Educators should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the Service.
Lockdown	<ul style="list-style-type: none"> • The Centre Co-Ordinator will inform all Educators about the decision to lockdown (remain inside the building). • This may include shutting all windows and doors and sitting on the floor below window level or gathering in the building in one area. • The Centre Co-Ordinator will contact emergency services by dialling 000. • If lockdown needs to be called, Educators and children will remain in the building they are in, if safe to do so, or move to the closest useable building directed by the staff. • Staff will lock doors and windows and move children away from windows and visible points of the building. • All lockdown areas will remain locked until the responsible person calls and all clear. • A roll call is initiated to make sure all children are accounted for. • Lockdowns may also be called for adverse weather if the Responsible Person deems necessary.

Sources:

- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standards

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Reviewed	11 September 2023 - Minor changes (formatting), related policies added
Reviewed	September 2024 - minor changes (grammar)

ADVENTURE OSHC



Next review	September 2025
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