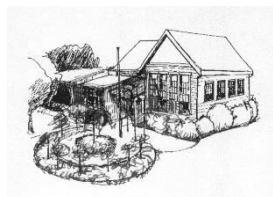


## Policy Statement & Commitments

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# EMERGENCIES & EVACUATION POLICY 2018

Willaura Primary School Outside School Hours Care Service (Willaura PS OSHC Service) aims to provide a healthy and safe environment, where in the event of emergencies, educators are prepared to take control without putting themselves or anyone else at risk, while keeping the welfare of both children and adults paramount.

### Willaura PS OSHC Service is committed to ensuring that:

- as far as practicable, a safe and healthy environment is provided for all children, educators, and any other persons at Willaura PS OSHC Service premises
- educators respond to emergency situations with consideration for the needs of the children, including any circumstances where a child has been injured or traumatised at a Willaura PS OSHC Service
- appropriate procedures are in place to effectively identify and manage emergency situations, and that any subsequent evacuation or lockdown procedures are implemented.

### General Responsibilities of Educators

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It is the responsibility of individual educators to be fully aware of their role in maintaining preventative measures, and of their duties in the event of an emergency.

In general, educators at Willaura PS OSHC Service are expected to:

- ensure the sign-in book accurately records attendance of each child
- ensure arrival and departure times are noted in the sign-in book for each child
- remember to sign in the staff attendance record
- display the emergency procedure plan at each service premises in a prominent position
- practise the external emergency procedure via different exits
- practise the internal emergency procedure

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- familiarise themselves with evacuation procedures in each area of Willaura PS OSHC Service
- familiarise relievers, students and visitors with the procedure at beginning of each shift
- ensure all items in emergency bags are present
- check the number of children regularly throughout the day.

**Procedures for Risk Assessment & Minimisation of Potential Emergencies**

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- In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to Willaura PS OSHC Service.
- An **Emergency Management Folder** is kept on the premises of Willaura PS OSHC Service. It contains a detailed risk assessment and control measures for potential emergencies that the Service may be exposed to. Documentation is assessed and updated periodically when required.
- The **Emergency Management Folder** will be referred to for any specific procedures.
- A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position at Willaura PS OSHC Service premises.
- Rosters must be structured to ensure that at least one educator who holds a current approved first aid qualification will be immediately available in the event of an emergency. They must also have undertaken approved training in anaphylaxis management and emergency asthma management.

All precautions are taken to minimise the risk of an emergency or trauma at Willaura PS OSHC Service.

- When starting at the service, all educators, children, students, volunteers, families and other persons are informed of emergency procedures through written policies.
- The occupational health and safety (OHS) representative conducts and maintains safety checks and reports to the Coordinator if there is a risk present. This is addressed immediately.
- All fire exits are marked with an exit sign above the door.
- Smoke detectors are fitted throughout Willaura PS OSHC Service.
- Relevant authorities check all fire equipment on a yearly basis.
- All Willaura PS OSHC Service educators have had some form of training in fire management such as the use of fire equipment, assessing the types of fires and assessing risk.

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- Relevant information regarding custody of children is maintained.
- Emergency telephone numbers are clearly displayed above every telephone at Willaura PS OSHC Service.
- Emergency evacuation drills are implemented at least once per term.

### **Documented Emergency Management Plans**

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Willaura PS OSHC Service has a completed **Emergency Management Plan** available onsite in the **Emergency Management Folder**.

The template available from the Department of Education and Training will be utilised for this purpose: [www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx](http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx)

### **Emergency Procedures**

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The following procedures apply in all emergency situations:

- Immediately cease all activities.
- Assist anyone in immediate danger and direct others away from the danger.
- Inform person-in-charge. In most cases this is the OSHC Coordinator.
- Return, with children if applicable, to the room they are working in for the day, but only if safe to do so.
- Close doors and windows where possible.
- Collect emergency medical management kits for children for anaphylaxis and asthma, and ensure individual medication requirements are made available.
- Collect attendance lists and emergency backpack and mobile phone.
- Look ahead to ensure the existing exit is still the best option.
- Wait for further instruction if the emergency situation is not clear.
- Designate one educator to check all areas of the Willaura PS OSHC Service premises, including toilets and other areas that are not used to provide education and care to children, if safe to do so.
- Keep children calm and reassured.
- Follow explicit instructions given by the OSHC Coordinator or person in charge.

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- If emergency services have been contacted, request them to advise the OSHC Coordinator when it is appropriate to release the children to their families.
- **AT NO TIME SHOULD YOU PLACE YOURSELF, THE CHILDREN OR ANY OTHER EDUCATORS AT RISK**

All emergency situations are different and therefore require different procedures to follow when they arise. The following circumstances and guidelines for management have been identified for quick reference, including where to find procedural information or additional resources.

<b>Natural Disaster (bushfire, flood or severe weather conditions)</b>	<p>All instructions are to be followed and carried out according to the local police or the OSHC Coordinator (or person in charge). The Department of Education and Training may also give instruction.</p> <p>Refer to Willaura PS OSHC Service Emergency Management Folder for more information</p>
<b>Fire/Smoke</b>	<p>All instructions are to be followed and carried out according to OSHC Coordinator (or person in charge). Evacuation procedures will apply as details in this policy.</p> <p>Refer to Willaura PS OSHC Service Emergency Management Folder for more information</p>
<b>Bomb Threat</b>	<p>In the case of a bomb threat, a template is to be used to record the conversation and children will be evacuated to the designated assembly point, unless, otherwise advised by the police.</p> <p>Refer to Willaura PS OSHC Service Emergency Management Folder for more information</p>
<b>Snake, restricted dog breed, or other potentially dangerous animal</b>	<p>Contact the City of Darebin immediately. They will advise on whom to contact for the removal or relocation of the animal. Lockdown procedures may apply.</p> <p>Refer to Willaura PS OSHC Service Emergency Management Folder for more information</p>

<b>Act of terrorism</b>	<p>All instructions are to be followed and carried out according to the local police or the OSHC Coordinator (or person in charge). The Department of Education and Training may also give instructions.</p> <p>Refer to Willaura PS OSHC Service Emergency Management Folder for more information.</p>
<b>Chemical hazardous and spills or leaks</b>	<p>All instructions are to be followed and carried out according to the local emergency services or the OSHC Coordinator (or person in charge). Refer also to Willaura PS OSHC Service policy on the administration of first aid.</p> <p>Evacuation or lookout procedures may apply.</p> <p>Refer to Willaura PS OSHC Service Emergency Management Folder for more information.</p>
<b>Loss of water or power</b>	<p>All instructions are to be followed and carried out according to the emergency services or the OSHC Coordinator (or person in charge). Specific emergency services to be contacted and evacuation procedures may apply.</p> <p>Refer to Willaura PS OSHC Service Emergency Management Folder for more information.</p>
<b>Intruders</b>	<p>This policy contains information on considerations for intruders, including hostage and siege situations.</p> <p>Refer to Willaura PS OSHC Service Emergency Management Folder for more information.</p>
<b>Outbreak of infectious disease or illness</b>	<p>Refer to Willaura PS OSHC Service policies on dealing with injuries, illness, infection and medical conditions.</p> <p>See also the National Health and Medical Research Council (2014) publication <i>Staying healthy: Preventing infectious diseases in early childhood education and care (5th Edition)</i> available at: <a href="http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf">www.nhmrc.gov.au/ files nhmrc/publications/attachments/ch55 staying_healthy_childcare 5th edition 0.pdf</a></p> <p>Refer to Willaura PS OSHC Service Emergency Management Folder for more information.</p>

<b>Death of a child or adult</b>	<p>Refer to Willaura PS OSHC Service Dealing with Medical Conditions &amp; Medication Policy, and the Dealing with Incident, Injury, Trauma &amp; the Administration of First Aid Policy.</p> <p>Refer to Willaura PS OSHC Service Emergency Management Folder for more information.</p>
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In the event of an emergency that has not been specified already, where the health and safety of individuals or the Willaura PS OSHC Service environment are at risk, the OSHC Coordinator may deem the site an unsafe environment. In such a situation they may commence the evacuation procedure as needed, or they may close the service temporarily (e.g. if there is a power failure on excessively hot day, some natural disaster, etc.).

In the event of temporary closure, the OSHC Coordinator will contact all children’s parents or primary carers and request they immediately pick up all children for removal from the Willaura PS OSHC Service until the site is deemed a safe and healthy environment for Willaura PS OSHC Service to operate in.

**Procedures for discovering an emergency**

Educators who discover an emergency are required to alert the OSHC Coordinator (or person in charge) immediately so that they can determine and implement control measures.

After immediate assessment, the OSHC Coordinator (or person in charge) will then call LOCKDOWN, LOCKOUT or an EVACUATION depending on the type of emergency.

<b>LOCKDOWN</b>	<p>The OSHC Coordinator (or person in charge) will inform educators that due to external and immediate danger, it is safer for children, educators and any other visitor to the Service to remain indoors.</p> <p>Instructions will include closing internal windows and doors and sitting on the floor below window level. In some cases this may also include everyone in the building gathering in one area, under the OSHC Coordinator’s instruction.</p> <p>The OSHC Coordinator (or person in charge) will contact emergency services e.g. the police on 000.</p>
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<b>LOCKOUT</b>	<p>The OSHC Coordinator (or person in charge) will inform educators that due to an internal and immediate danger, it is safer for children, educators, and any other visitor to the service to be excluded from buildings for their safety.</p> <p>Instructions may include evacuation, or prevention of the community from accessing the premises.</p> <p>The OSHC Coordinator (or person in charge) will contact emergency services e.g. the police on 000.</p>
<b>EVACUATION</b>	<p>The OSHC Coordinator (or person in charge) will inform educators that a decision has been made to have children, educators and any other visitor to Willaura PS OSHC Service leave the building in their interest of their safety.</p> <p>Predetermined evacuation procedures will apply unless explicit directions from the OSHC Coordinator (or person in charge) are given.</p> <p>The OSHC Coordinator (or person in charge) will contact emergency services e.g. the police or fire brigade on 000.</p>

### Emergency Drills

- Educators are informed of safety and emergency procedures, as are relief educators, volunteers and students.
- Emergency procedures will be practised at least once per term.
- Families will be notified that drills will take place.
- A variety of practice styles will be adopted to simulate emergency conditions, including scenarios such inside the buildings, around the grounds, and off the premises.
- Each drill is documented to include:
  - the date of the drill
  - time of drill
  - if the drill was planned or initiated without notice
  - how many people in attendance according to attendance registers
  - in the instance of evacuation, how many people were evacuated and the time it takes to evacuate, and weather conditions
  - what were the simulated emergency conditions (if any)

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- any problems encountered
- any additional notes.
- Drill documentation is kept for a minimum of three years in accordance with occupational workplace health and safety laws.
- A whistle and key are kept with the sign-in sign-out book at each service. Whistles are **only** to be used for emergency purposes.

**Sources & Legislative References**

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<i>Education &amp; Care Services National Regulations (2011) –Regulation 97, 98, 85, 86, 88, 89, 97, 186(2)(h), 175, 136 &amp; 145</i>
<i>National Quality Standard for Early Childhood Education and Care &amp; School Age Care (2010) – Standards 2.1, 2.2 &amp; 2.3; Elements 3.1.2, 4.1.1, 6.2.2, 7.1. &amp; 7.3.3</i>
<i>Victorian Early Years Learning &amp; Development Framework (2009)</i>
<i>Victorian Child Wellbeing &amp; Safety Act 2005 – Part 2: Principles for Children</i>
<i>Occupational Health &amp; Safety Act 2004 (Vic)</i>

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