



Woolooware Outside School Hours Care

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EMERGENCY & EVACUATION POLICY

POLICY STATEMENT

The service will provide an environment that provides for the safety and wellbeing of the children at all times. (My, Time, Our Place” 1.1, 3.1). All children and Educators will be aware of, and practised in, emergency and evacuation and emergency procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately implemented. In implementing the practise sessions of emergency procedures with children, educators will encourage the children to discuss possible scenarios where emergency procedures may be required and support children to come up with solutions and ideas or improving on the procedures or discussing ways to avert emergency situations (“My Time, Our Place” 4.2). Opportunities for older children to access and use the written emergency procedures to orientate new children prior to an emergency drill will be provided by educators on a regular basis prior to carrying out the emergency drill (“My Time, Our Place” 5.1 and 5.2).

CONSIDERATIONS

National regulations 97; Emergency and evacuation procedures

National Standard 2; 2.3.3. (“Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented”).

PROCEDURES

A risk assessment will be conducted by educators annually to review and refine emergency procedures.

Emergency evacuation procedures and floor plans will be clearly displayed in a prominent position near the main entrance and exit of each room used by the service.

All educators, including relief staff will be informed of the procedure and their specific duties identified in their orientation to the service. Educators will make arrangements as to duties undertaken in the absence of other staff.

Children and educators will practice the emergency procedure at least twice a term, during morning and afternoon sessions.

All emergency drills will be recorded with date, time and length of time it took to leave the building. Additional comments on recommendations for improvements can also be included in the record.

Drills will be conducted more regularly when there are new children.

No child or educator is to go to their bag to collect personal items during an emergency evacuation.

The centre will maintain a Fire blanket and smoke detectors and have them regularly checked as per the manufacturers instructions.

Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation.



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- Educators will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety and they feel confident to operate the extinguisher and all the children have been evacuated from the room.
- The local Fire Authority should be contacted for advice and training on fire safety and this plan included in your procedures.
- Example Plan- The evacuation plan will include:
 - Routes of leaving the building 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.
 - Staff duties in the emergency.
- Educators will be nominated to:
 - Make the announcement to evacuate, identifying where and how.
 - Collect children's attendance records and parents' contact numbers.
 - Collect emergency services numbers.
 - Make the phone call to 000 or other appropriate service, management and parents as required.
 - Collect the first aid kit.
- 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 should be aware of any visitors.
- When the emergency service arrives the Co-Ordinator 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.

HARASSMENT AND THREATS OF VIOLENCE:

If a person/s known to the service harasses or makes threats to children or Educators at the centre or on an excursion, Educators will:

- Calmly and politely ask them to leave the centre 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 Co-Ordinator is unable to make the call another staff member 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.



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- 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 to another safer environment without causing them alarm eg. The reminder to a child that ice cream is being served today at xxx location for all the children.
- 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 centre.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023