



# East Adelaide School Out of School Hours Care

## Emergency and Evacuation Policy.

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Out of School Hours Care

Last Review June 2019

Next Review: January 2022

### 1. Background

According to the National Law (Regulation 97), 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 can include: -

Child unable to be accounted for on site

Cyclone

Flood

Fire or bushfire

The presence of dangerous animals or insects

Other situations which require a lockdown to be implemented

A situation that requires the evacuation of the premises

However, 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.

Approved Providers must ensure that OSHC services are included with all other aspects of the site emergency procedures. There must be close links and liaison between the Approved Provider and service educators and staff to ensure consistency

### 2. Relationships to Other Policy/Regulation

| Regulations | National Quality Standard | Other policies/service documentation | Other legislation/Guidelines    |
|-------------|---------------------------|--------------------------------------|---------------------------------|
| 168         | 2                         | Risk Assessment Policy               | Work Health and Safety Act 2012 |
| 97 & 98     |                           | Excursion Policy                     |                                 |
|             |                           | Family and Educator Handbook         |                                 |

### 3. Definitions

Dfe - Department for Education

ACECQA – Australian Children’s Education and Care Quality Authority



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#### 4. Policy Statement on Interactions with Children

East Adelaide Out of School Hours Care 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.

##### 4.1 Evacuations:

Emergency evacuation procedures (including a floor plan) will be clearly displayed near the main entrance and exit of each room used by the 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 includes the following:

1. 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. At East Adelaide OSHC, the grassed area next to the basketball court will serve the main evacuation point. Should this area be inaccessible in the event of an emergency, the service will use the handball courts in Yard A as our second evacuation point and this will be communicated the Responsible Person on site.



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2. An alarm/siren or other method to give notice of an emergency. At East Adelaide OSHC this will be indicated by short continuous whistle blasts.
  3. A second assembly area in the event that the first assembly area becomes unsafe.
  4. 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).
  5. An emergency pack stored away from the building, including items such as blankets, first aid kit and so on.
  6. 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. This will be the Responsible Person on site at the service.
  7. A list of current emergency services contact numbers and a person nominated to phone the relevant emergency service. This will be the Responsible Person on site at any time.
  8. 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. The Responsible Person on site will delegate this role to an appropriate Qualified Educator on site.
  9. 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 Australian Standard 2444. Educators will be instructed in their operation. 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 confident in its use.
  - Services will have a fire blanket; 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 either before school care, after school care or vacation care and will occur at least once every three months.

#### 4.2 Lockdowns:

- Services must develop strategies to bring children indoors if there is a serious risk to their safety outdoors. Many of the strategies will be a reversal of evacuation procedures.
- To avoid confusion, a lockdown will be identified by a different alarm/warning from that used for evacuation. At East Adelaide OSHC this will be notified by long continuous whistle blasts. This will be conducted by the Responsible Person on site.
  - A range of possible dangers need to be considered (eg gas leaks, storms, trespassers).
  - The emergency procedures for bringing children indoors will be clearly described in educators' induction information.



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- Children will have regular practices of procedures, as for evacuation.
- Children will proceed with their educator to the nearest building. Once there they will meet in the designated meeting location. For children in Yard B, the nearest building will be the OSHC building. For children in other areas, they will be required to lockdown to the nearest building which may range from the gym, Heysen building, Performing Arts or Library.
- Once locked down staff will communicate the all areas have been sealed off and are safe.
- The service will check all children are present through a roll call. If children are split the educator will communicate with the other educators via walkie-talky to make sure all children are accounted for.
- The school/site strategy will be considered and ensure there is a consistent approach that will meet the operational needs of the OSHC service.

#### 4.3 Child Unable to be accounted for:

In the event that a child is unable to be located on site at any point in time, the following procedures will be implemented:

- When searching for a child, educators will communicate initially via walkie-talkie that a child is missing and visually scan areas being supervised. An educator will conduct a search of other areas of the school in which care is not being provided to see if child can be located in an out of bounds area.
- Should child still not be located, the Responsible Person will follow evacuation procedure as listed above to locate child and find out from other children about any knowledge of child's whereabouts.
- Should evacuation procedure not locate child, the Responsible Person will contact Police Assistance and advise of the situation and include details of child, age, what they were wearing. Family members of missing children will be contacted to inform them of the situation and process being followed.

Upon identifying a child has left the grounds of the service will enact the following

- In the event that a child is seen exiting the site by an educator – the educator will contact Responsible Person via walkie talkie. If educator to child ratio permits, a Qualified Educator will attempt to return child to service off site. This educator must be contactable by both mobile phone and walkie talkie
- In the event that it is evident a child has left the site and has not been see by an educator- Responsible Person in charge to delegate to the highest qualified educator the role to contact police and call the parents - describing child, details of name, age, what they were wearing. Police must be contacted the moment it is determined that a child has left site.
- Leader to find out from other children briefly what they know, ensure ratio is maintained before leaving the service with a vehicle to look for the missing child. If missing child is located by educator – child must be picked up by police assistance rather than in personal vehicle.
- ensure they are contactable via mobile phone



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#### 5. Other Considerations

A checklist of steps and procedures may be a useful tool to ensure that nothing is missed.

- The steps and requirements for evacuation/lockdown have been fully explained to all stakeholders, especially the children and educators. Ensure that instructions are clear and can be easily understood by the children.
- The procedures are determined for each service and for each component of that service, and that they are relevant to the service and its operational practices and its facilities.
- There are identified alarm strategies to be used and a person nominated to notify relevant emergency services.
- There are regular practices of evacuation/lockdown procedures and these practices are recorded and dated.
- Induction information for educators and children explains the emergency procedures.
- The information supplied to parents also explains the procedures.
- There are clear posters for the children to remind them of the steps.
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#### 5. References

Department for Education, Emergency Management Framework, [https://edi.sa.edu.au/library/document-library/framework/hr/emergency\\_management\\_framework.pdf](https://edi.sa.edu.au/library/document-library/framework/hr/emergency_management_framework.pdf)

South Australian Work, Health and Safety Act 2012,

<https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012/CURRENT/2012.40.AUTH.PDF>

Department for Education, Notifiable Incidents, <https://edi.sa.edu.au/hr/for-managers/health-and-safety/safety-processes/notifiable-incidents>