

EMERGENCY AND EVACUATION POLICY

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Sec 174(2)(a)	Serious incident - Any emergency for which emergency services attended
Sec 174(2)(c)	Any incident that requires the approved provider to close, or reduce the number of children attending the service for a period
Sec 174(2)(c)	Any circumstance at the service that poses a risk to the health, safety or wellbeing of a child attending the service
4	Definitions "multi-storey building" and "storey"
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
136	First aid qualifications
168	Education and Care Services must have policies and procedures
170	Policies and procedures are to be followed
171	Policies and procedures to be kept available
175	Prescribed information to be notified to Regulatory Authority

PURPOSE

East Adelaide School OSHC has a duty of care to maintain the safety and wellbeing of each child, educator, and all using or visiting the OSHC Service during an emergency or evacuation situation. We are committed to identifying risks and potential hazards of emergency and evacuation situations by conducting thorough risk assessments on an annual basis and continually plan for further risk minimisation and improvement to our policy and procedures.

IMPLEMENTATION

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 OSHC Service's premises. Emergency situations may pose a risk to an individual's health and safety. It is important that services identify potential emergencies that may be specific to their location and environment. Severe heat or heatwaves, also pose an immediate risk to young children and require risk mitigation strategies to be implemented.

The approved provider (Director), in conjunction with educators of the OSHC Service, will conduct a comprehensive risk assessment in order to identify any risk/s or hazards associated with potential emergencies that may affect the safe evacuation of children from the OSHC Service. The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance that may affect the safe evacuation of children. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our OSHC Service. If a risk concerning the safe evacuation of a child is identified during the risk assessment, the approved provider must update the *Emergency and Evacuation Policy* and procedure as soon as possible. The risk assessment is to be stored safely and securely and kept for a period of 3 years.

THE AUSTRALIAN WARNING SYSTEM (AWS)

The Australian Warning System (AWS) is a nationally consistent, three-tiered approach designed to make warnings clearer and lead people to act during emergencies like bushfire, flood, storm, extreme heat and severe weather. The warning system comprises of levels, action statements, hazard icons, colours and shapes. <https://www.ses.nsw.gov.au/about-us/our-warnings/>. The three warning levels are:

- **Advice (Yellow):** An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Monitor conditions
- **Watch and Act (Orange):** There is a heightened level of threat. Conditions are changing and you need to start acting now. Prepare to leave/evacuate. Do not enter flood water.
- **Emergency Warning (Red):** An Emergency Warning is the highest level of warning. You need to act immediately. Leave/evacuate (immediately by am/pm/hazard timing).
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When there is an Emergency Warning, educators need to prepare for possible emergency evacuation and implement the procedures effectively to ensure the safety of all children, staff, families and visitors in the OSHC Service.

EVACUATION

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.
2. An emergency pack stored away from the building, including items such as blankets, first aid kit and so on.
3. 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.
4. 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.
5. 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.
6. 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.
7. No-one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.
8. 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.



LOCKDOWN

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 School 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.
- 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 that 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 or mobile phone 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.

UNACCOUNTED PERSON

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 on 131 444 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 seen 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

EMERGENCY AND EVACUATION PROCEDURE GUIDELINES

As per regulation 97, the emergency and evacuation procedures must set out:

- a) instructions for what must be done in the event of an emergency; and
 - b) an emergency and evacuation floor plan
- The nominated supervisor/approved provider will make the final call to whether to evacuate the premises due to an emergency situation
 - Contact 000 for local emergencies - provide name, address and nearest cross street, reason for evacuation, phone contact number, number of children and adults evacuating
 - Guidance will be provided by the relevant emergency service (Fire service, SES, Police)
 - Move all children and visitors to identified evacuation/emergency assembly area as indicated on the *Emergency and Evacuation Plan*
 - Collect Emergency Evacuation Bag, Medical Management Plans and associated children's medication
 - Collect First Aid Kit
 - Check daily attendance record and visitor record
 - Once children are safely evacuated, administer first aid if required
 - Remain calm and reassure children
 - Once emergency services arrive, contact parents/emergency contacts
 - Await instructions from relevant emergency services for re-entering premises or alternative evacuation procedure

FAMILIES WILL:

- Ensure contact details are kept up to date
- Provide emergency contact details on their child's enrolment form and advise the service of any change of name or phone number
- Ensure they are aware of the service's *Emergency and Evacuation Policy* and procedures
- Follow the directions of the approved provider/incident manager in the event of an emergency or evacuation

DEALING WITH TRAUMA

Emergencies and natural disasters are extremely stressful, and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many different ways. Children look to adults for reassurance, care and opportunities to share their feelings. It is important for educators to understand the impact of disasters and seek help when needed.

The approved provider/nominated supervisor will support educators to provide information to parents and families following any emergency or natural disaster including:

- Will the service be open in the days and weeks ahead?
- How to find alternative care and education
- How to contact services for support with dealing with trauma

Several organisations offer support for educators in these situations:

[Emerging Minds](#)

BeYou - [Trauma informed practice](#)

JURISDICTION SPECIFIC WEBSITE DETAILS

SOUTH AUSTRALIA (SA)

- Country Fire Service: www.cfs.sa.gov.au
- South Australia Police: www.police.sa.gov.au
- South Australian State Emergency Service: www.ses.sa.gov.au

SOURCES

- Australian Children's Education & Care Quality Authority. (2014).
- Australian Children's Education & Care Quality Authority. (2023). Policy and procedure guidelines- [Emergency and evacuation guidelines](#).
- Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).
- Australian Children's Education & Care Quality Authority. (2023). [Multi Storey Buildings: Evacuations and Approvals](#)
- Australian Government Department of Education. (2023). [Help in an emergency](#)
- Australian Government Department of Home Affairs. [Emergency Management](#)
- Australian Government. National Emergency Management Agency. Australian Warning System. <https://www.australianwarningsystem.com.au>
- Early Childhood Australia Code of Ethics. (2016). [Education and Care Services National Regulations](#).
- Fire Protection Association Australia: www.fpa.com.au/
- Fire System Services: <http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>
- NSW Department of Education. (2023). [Emergency Planning, Management, Response and Recovery](#)
- Revised National Quality Standard. (2018).
- Work Health and Safety Act 2011.*

REVIEW

POLICY REVIEWED BY	[NAME]	[POSITION]	[POSITION]	[DATE]
		OSHC Director		
		School Principal		
		Governing Council member		
POLICY REVIEWED	September 2024	NEXT REVIEW DATE	September 2027	