



Emergency and Evacuation Policy

POLICY STATEMENT:

Coowarra OOSH 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 procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately implemented. In implementing the practice sessions 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 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).

PROCEDURE:

- A risk assessment will be conducted by Educators and Management annually to review and refine emergency procedures.
- Emergency evacuation procedures and floor plan will be clearly displayed in a prominent position near the main entrance and exits 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 centre. Educators will make arrangements as to duties undertaken in the absence of other staff.
- Children and Educators will practice the emergency procedure (evacuation and lock down) at least once each per term, in all types of care, before school, after school and at the beginning of vacation care.
- All Emergency Drills will be recorded with date, time and length of time it took to leave 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 bags to collect personal items during an emergency evacuation. This would lead to confusion and delays.
- The centre will maintain a fire blanket, fire and smoke detectors and have them checked regularly as per the manufacturers instructions.



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- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation.
- 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.
- Educators should be aware of bush fire danger and if relevant have appropriate training on the necessary procedures.
- The Local Fire Authority or an authorised company should be contacted for advice and training on fire safety and this plan included in the procedures.
- The evacuation plan will include:
 - routes of leaving the building suitable for all ages and abilities which are 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 which are on the alpad and phone
 - collect emergency services numbers.
 - make the phone call to 000 or other appropriate service, management and parents as required.
 - collect the emergency bags.
 - 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.



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- 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 or unknown 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.
 - 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 (as an example, the reminder to a child that ice cream is being served today at xxx location for all 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.



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CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
301 National Regulations Reg 97 Emergency and evacuation procedures Reg 98 Telephone or other communication equipment Reg 117A Placing a person in day to day charge Reg 168 Education and care service must have policies and procedures	1.2.1 Intentional teaching 2.2.1 Supervision 2.2.2 Incident and emergency management 7.1.2 Management systems	Child Protection Medication Administration Child Safe Environment Reporting to the Regulatory Authority Enrolment Responsible Person Excursion Security Hazardous Materials Staff Child Ratio First Aid Policy - Management of Incident, Injury, Illness and Trauma Staff Training Medical Conditions Supervision NSW Fair Trading Work, Health and Safety Act 2011 Safe Work NSW Work, Health and Safety

<p>DATE ENDORSED: January 2023</p> <p>DATE FOR REVIEW AND EVALUATION: June 2026</p>
