	Policy Name:	OSHC – Emergency & Evacuation	Date of approval:	May 2020
	Responsible:	OSHC	Review date:	April 2023



OSHC – Emergency & Evacuation Policy

RATIONALE

OSHC will plan for and respond effectively to fire and emergency evacuations. The OSHC Program will be closed on code RED days.

PROCEDURES

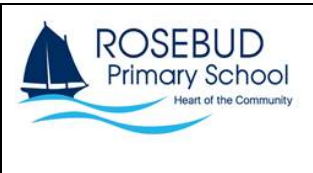
Evacuation may be required in the event of a fire, chemical spill, bomb scare, earthquake, gas leak, flood, bush fire. Planning for and responding effectively to fire and emergency evacuations is important to ensure children's safety.

To effectively plan and respond to fire and emergency evacuations, the OSHC will:

- Identify potential emergencies, e.g. bush fires, floods, crime, likely accidents in the school, asthmatic or allergic children, take all precautions and plan for relevant worst case scenarios.
- Have a fire extinguisher and fire blanket readily accessible near areas where fires are likely to start, such as the kitchen. Ensure extinguisher is tested 6 monthly and is in good working order, clear fire exits, (all doors in school should be easily opened in an emergency),
- Ensure all fire protection equipment is tested in accordance with Australian Standard AS 1851.1 (1995) for level 1 service and kept in proper working condition.
- Ensure all staff members are aware of the correct use of a fire extinguisher, the acronym PASS can be used to train staff in using fire extinguishers:
 - Pull pin or release lock
 - Aim low at the base of fire
 - Squeeze handle
 - Sweep fire extinguishers from side to side at base of fire.
- Ensure escape routes and assembly areas are kept clear of obstruction at all times.

Evacuation assembly areas are selected and familiar to all staff;

- Exit OSHC, all children and staff are to leave OSHC Via best suited exit and make their way down onto the grass area or under the Big Shed as instructed. All evacuation procedures are in the Emergency Management Plan which is found next to the evacuation map.
- On evacuation one staff member is to collect **“evacuation bag”** which consists of emergency enrolments with children's names addresses, phone numbers
- First aid kit
- Staff will also need to collect the iPad on the way out.

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Develop, keep up to date, prominently display fire and emergency evacuation plan which includes:

- emergency warning alert regularly practiced and with which all school staff are familiar
- pre-planned evacuation procedure with which all school staff are familiar
- pre-planned designated meeting area which is accessible at all times
- safe, quick, and calm evacuation of all children and staff
- account for all school children and staff
- comfort any children in distress and treat any injuries
- dial 000 for the fire brigade and ambulance
- contact all parents
- complete Incident, Injury, Trauma and Illness Report notify Department of Education and Communities of any serious incident within 24 hours

Practice emergency evacuation and fire drill regularly with all children at least every 3 months, make it a game to reduce panic if emergency occurs, teach children “STOP, DROP, ROLL” - if their clothes catch fire and “GET DOWN LOW AND GO, GO, GO” - in case of a fire evacuation.

Keep a record of each practice that includes an evaluation of the procedure and what action is to be taken if any, and keep these records for at least 2 years.

Ensure the safety and evacuation of all children and staff before trying to contain or extinguish a fire. If the fire is small and you are nearby when it begins it may be appropriate to try to extinguish it or contain it by closing doors and windows, (only if it is not dangerous).

Ensure counselling and debriefing services are available for all those involved in an emergency situation, if required.

Relevant Legislation:

- Education and Care Services National Regulations 2011
- Education and Care Services National Law Act 2010
- Work Health and Safety Regulation 2011
- Australian Standards for portable fire extinguishers and fire blankets.

Links to National Quality Standard

- QA2: Children’s Health and Safety

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

Last reviewed on: **May 2020**

To be reviewed every 3 years.