



## Emergency & Evacuation

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### **Purpose of this Policy**

To ensure we have clear guidelines and procedures outlined in the management of emergency situations.

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### **School Support Services responsibilities are:**

- Service Coordinators will ensure the procedures are tested and reviewed through a drill scenario a minimum of once each school term. This will be documented and reviewed in the Emergency Evacuation folder.
- Emergency evacuation procedures (including a floor plan) are clearly displayed near the main entrance and exit and in the OSHC Emergency folder.
- The OSHC Service has an up-to-date Emergency Management Plan providing clear instructions for what steps should be taken in an emergency situation.
- The OSHC Service has access to a phone for immediate communication with emergency services and families.
- School Support Services Nominated Supervisor or Management will notify DET in writing within 7 days of an incident that required the service to be closed
- OSHC Educators are responsible for familiarising themselves with emergency procedures which are located in the service Emergency Evacuation Folder. A written record will be kept in the folder of who has read and understood the emergency procedures.
- Children requiring additional assistance in the event of an emergency are identified in the Emergency Evacuation folder.
- School Support Services Management will review, evaluate and update the service Emergency Management Plan at least annually.

- To provide the OSHC service with a fully-equipped portable first aid kit.
- The location of the first aid kit, fire extinguishers and other emergency equipment are identified clearly
- Service Coordinators are responsible for documenting a first aid kit inventory a minimum of once each school term.
- Service Coordinators are responsible for ensuring emergency contact details are provided on each child's enrolment record and that these are kept up-to-date in each child's individual file and on the OSHC software.
- Service Coordinators are responsible for keeping a written record of all visitors to the OSHC service, including time of arrival and departure
- All educators are responsible for ensuring that all children are adequately supervised at all times and protected from hazards and harm
- Service Coordinators are responsible for ensuring the Emergency Management Plan is followed in the event of an emergency
- OSHC Educators are responsible for ensuring the attendance record is up-to-date at the beginning and throughout each OSHC session.
- School Support Services Management and Educators will ensure they provide support to children before and after an emergency situation

**Parents/Guardians are responsible for:**

- Signing the attendance record as their child arrives and departs from the OSHC service
- Providing authorised nominee details on enrolment record, ensuring it is kept up-to-date
- Following the directions of OSHC Educators in the event of an emergency or when conducting an evacuation drill

\*\*\*All infrastructure and building maintenance, including emergency exit lighting is the responsibility of the School. School Support Services should ensure all maintenance issues are documented on the Maintenance/Risk Register and reported to School Support Services Management and the School in a timely manner.

**Volunteers and students, while at the OSHC service, are responsible for following this policy and its procedures.**