



Managing Emergencies and Evacuations Policy and Procedure

Policy

IGS OSHC and Vacation Care (the service) will provide an environment that ensures 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 drills 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 the procedures or discussing ways to avert emergency situations (“My Time, Our Place” 4.2).

Emergency, in relation to an education and care service, means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the education and care service. Examples include; flood, fire or a situation that requires the education and care service premises to be locked down.

Procedure

- A risk assessment will be conducted by educators and management annually to review and refine emergency procedures and to assess potential emergencies relevant to the service in accordance with National Regulations.
- Emergency evacuation procedures and floor plans will be clearly displayed in a prominent position near the main entrance and exit of each room used by the service.
- The Chief Warden/RPIC should wear a colour of cap and vest that can easily recognise during evacuation. This person is in charge of the evacuation.
- All educators, including relief staff, will be informed of the procedures and their specific duties identified in their orientation to the service. Educators will decide as to duties undertaken in the absence of other educators. This will include the roles of Warden and Floor Warden.
- Educators will discuss the emergency procedures with the children and the reasons for practising the drills prior to each emergency drill being undertaken. Following each drill,



children should be reassured and their suggestions and comments welcomed for how the drill might be improved to provide them with a sense of control and understanding.

- Children and educators will practise the emergency procedures every 3 months in accordance with National Regulations.
- All emergency drills will be recorded with the date, time and length of time it took to leave the building. Additional comments or recommendations for improvements can also be included in the record.
- Drills will be conducted more regularly when there are new children such as at the beginning of a new year and during vacation care.
- Families will be informed of the procedures and assembly points in the parent handbook.
- 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 service will maintain a fire blanket and smoke detectors and have them checked regularly as per the manufacturer's instructions.
- 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.
- The Local Fire Authority should be contacted for advice and training on fire safety and this plan is included in your procedures.
- Any serious incidents will be reported to the Regulatory Authority within 24 hours or as soon as possible.
- The service must ensure that they have access to a working telephone or other similar means of communication at all times.

The evacuation plan will include :

- Routes of leaving the building that are suitable for all ages and abilities. These should be 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.
- Each educator's duties in the emergency.

During an evacuation educators will be nominated to:

1.	Make the announcement to evacuate, identifying where and how
2.	Collect children's attendance records and family contact numbers (stored on Xplor



	Playground).
3.	Collect emergency services numbers and mobile phones.
4.	Make the phone call to 000 or other appropriate service, management and families as required.
5.	Collect the first aid kit.
6.	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.
7.	Supervise the children at the assembly area, and take a roll call of children, educators and any volunteers of visitors.
8.	When the emergency service arrives, the Responsible Person will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.
9.	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 service, or on an excursion, educators will:

1.	Calmly and politely ask them to leave the service or the vicinity of the children.
2.	Be firm and clear and remember your primary duty is to the children in your care.
3.	If they refuse to leave, explain that it may be necessary to call the police to remove them
4.	If they still do not leave, call the police.
5.	If the Responsible Person is unable to make the call another educator 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. This should be something that will not draw attention to the situation by the offender and something only the staff are aware of, for example 'please put the PlayStation on for the children' as only staff will know that the service does not actually have one.
6.	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 and initiate lockdown procedure without causing them alarm (as an example, there is a meeting in the BLANK room).
7.	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.
8.	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 service.

LOCKDOWN

1.	If lockdown needs to be called, educators and children will remain in the building they are in, if safe to do so, or move to the closest usable building directed by the staff.
2.	Staff will lock doors and windows and move children away from windows and visible points of the building.
3.	All lockdown areas will remain locked until the responsible person calls and all clear.
4.	A roll call is initiated to make sure all children are accounted for.
5.	Lockdowns may also be called for adverse weather if the responsible persons deem necessary.

Procedures to Support to Mobility Impaired

These procedures should be used for people who are mobility impaired, such as being wheelchair bound, on crutches or otherwise unable to exit safely and efficiently via the fire stairs.

1.	Support them to the nearest fire stairs and position them in as safe a location as possible.
2.	Notify a warden who will then take responsibility for the person
3.	Continue to evacuate with the remainder of the children



Role of the Warden

1.	Support them to the nearest fire stairs and position them in as safe a location as possible
2.	Alert the Floor Warden that you are supporting a mobility impaired person
3.	Stay with the person in the secure fire stair until relieved by a member of NSW Fire and Rescue who will take responsibility for the safe evacuation of the person.

Role of the Floor Warden

Ensure that the Chief or Deputy Chief Warden is aware that a Warden is sheltering in the fire stair with the mobility impaired person. Ensure the Chief Warden is aware of the exact location.

Role of the Chief Warden

Make yourself aware of the exact location of the mobility impaired person and the Warden supporting them.

Alert NSW Fire and Rescue immediately upon their arrival at the scene of the location of person and the Warden and follow the instructions of NSW Fire and Rescue.

Eligibility

This policy applies to all staff, volunteers and students in the IGS Out of School Hours Care service.

Education and Care Services National Law & Regulations

- S167
- S170
- S171



- S174
- R85, 86, 87, 89, 97, 98, 99, 100, 175, 176

Links to National Quality Framework

The National Quality Framework defines requirements of the Emergency and Evacuation Policy as outlined below:

Quality Area	Elements
2.1	2.1.2 - Effective illness and injury management and hygiene practices are promoted and implement
2.2	2.2.1 - At all times, responsible precautions and adequate supervision ensure children are protected from harm and hazard

Links to My Time Our Place Framework

The OSHC learning outcomes linked to this policy and procedure:

Outcome	Elements
1	1.1 - Children feel safe, secure, and supported
3	3.1 - Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation



4	4.2 - Children use a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
---	--

Links to Other Service Policies

- Providing a Child Safe Environment Policy
- Excursion Policy Authorisation and Refusal Policy
- Delivery and Collection of Children Policy
- Administration of First Aid Policy
- Risk Assessment policy

Related Documents

- Work, Health and Safety Act 2011
- Risk Assessment for Critical Incidents and Emergencies

Key Resources

- Parent Handbook
- Staff Handbook
- Emergency Evacuation Plans
- Record of drills



- Report of serious incidents to ACECQA
- Multi-story Buildings Evacuations and Approvals [ACECQA Fact Sheet](#)
- International Grammar School evacuation procedure

Document Control

Element	Details
Document name	Managing Emergencies and Evacuations Policy and Procedure
Document owner	Head of Out of School Hours Care
Version number	2.0
Effective date	September 2020
Review date	September 2024
Authorisation	Deputy Principal Wellbeing