

# Our Lady of Hope Greenwith Campus Outside School Hours Care



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## POLICY DOCUMENT

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## EMERGENCY PROCEDURES

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## BACKGROUND

According to the National Law (Regulation 97), services must have policies and procedures which set out what must be done in an emergency and to have an emergency and evacuation floor plan that is displayed in a prominent position. Emergencies can include:

- cyclone
- flood
- fire or bushfire
- the presence of dangerous animals or insects
- other situations that require a lockdown to be implemented
- a situation that requires the evacuation of the premises.

However, an emergency may also include an accident or sudden illness that requires the immediate response of educators. It might include an asthma attack, a seizure or an anaphylactic reaction. The Nominated Supervisor (Principal) must ensure that OSHC services are included with all other aspects of the site emergency procedures. There must be close links and liaison between the Nominated Supervisor (Principal) and service educators and staff to ensure consistency.

## POLICY STATEMENT

The Our Lady of Hope Greenwith Campus OSHC service considers the safety of our families, children and educators is paramount. Pivotal to our overall safety procedures is the management of emergency situations. Our procedures are tested and reviewed a minimum of once each school term in before school care, after school care and at least once during Vacation Care and explained to all stakeholders.

## RELATIONSHIP

Regulations	National Quality Standard	Other policies/Service documentation	Other legislation/Guidelines
168	2	Risk Assessment Policy	
97 & 98		Excursions Policy	OHS&W Act/Regulations
		Family and educators/ staff handbooks	DECD Bushfires Strategy for 2011-12
		Approved Providers emergency procedures	

## HOW THE POLICY WILL BE IMPLEMENTED

Risk assessments has been undertaken to identify the potential emergencies that are relevant to the service. From this assessment, emergency evacuation procedures have been developed.

## EVACUATION

Fire extinguishers are installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation. Educators will attempt to extinguish fires only when:

1. a fire is burning in the exit and is preventing the safe evacuation of the children and staff
2. the children have been evacuated from the room
3. the fire is small
4. there is no danger to the person operating the extinguisher and the person is well trained and confident in its use.

A fire blanket, has been installed and appropriate and functioning smoke detectors are installed and there is a residual current device fitted.

Floor plans are 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.

An emergency pack stored away from the building, including items such as blankets, first aid kit and so on.

### **Signal**

- Upon discovery of a fire or other emergency the staff member will sound the **Fire Whistle (Loud & Long) and verbal communicate by two way radio** and make the announcement to evacuate, identifying where and how.

### **Procedure**

- A nominated staff member will call emergency services 000 and report the emergency. The staff member needs to give them a landmark eg. Greenwith Community Centre access via the car park.
- Staff will direct children to the nearest safe exit (marked in green on the OSHC Building Emergency map) and proceed to the nominated assembly point (marked in red on the Emergency Assembly Areas map). Staff members will already have their two way radios from the commencement of their shift and will use these for communication and further instructions.
- A nominated staff member will collect the roll and the first aid kit. The nominated staff member will then proceed to the nominated assembly point to call roll for children and staff. Then report any absences to the staff member in charge immediately.
- The staff member in charge will collect the cordless phone, emergency contact numbers and if safe to do so will check all rooms and areas for staff and children and all doors and windows are closed as far as possible, to reduce the spread of a fire. The staff member in charge will then proceed to await emergency services at the gate via the car-park to inform them of the nature and location of the emergency and if anyone is missing. The staff member in charge will stay at a position close to OSHC to liaise with parents if they arrive to collect their children.
- The staff member second in charge will liaise with parents if they arrive to collect their children.

### **Staff Actions**

- All staff will reassure and calm children and apply first aid if required.

### **All Clear Signal**

- The building shall not be re-entered until the Emergency Officer in Charge advises it is safe to do so and the staff member in charge will communicate with staff via two way radio to give the all clear.

### **After the Event**

- Senior staff will give the all clear once the situation has been brought to a conclusion.
- Information is to be given to students and staff about what has occurred and reassure children that they are safe.
- Depending on the situation, written information will be prepared to send home, or parents will be contacted individually.
- Staff will arrange counselling for children and staff as appropriate.
- Complete all necessary reports and evaluations and lodge with the OLOH School.

## **LOCK DOWN**

Our OSHC service has strategies to bring children indoors if there is a serious risk to their safety outdoors.

### **Signal**

- A lock in procedure will be signalled by **short blasts of the whistle for 2 minutes by verbal confirmation by two way radio.**

### **Procedure**

- Children and staff remain inside or proceed indoors to the OSHC rooms by taking the safest route, unless directed otherwise by a staff member.
- Children and staff located at the oval and/or courts need to proceed to the Hall by using the allocated keys to access the Hall and then room 3. If already in the Hall ensure all children and staff proceeds to room 3.
- Children and staff located at the OLOH playground need to proceed to the Parish Centre by using the allocated key.
- Children and staff located at the Resource Centre need to proceed to the Staff/Teachers Resource Room or the Media Room.
- Staff return to or remain in their work area and lock all exterior doors and windows so that access from outside is not possible.
- Where possible, reduce the visibility of children and adults in the buildings from the outside view by drawing any blinds and moving to less visible sections of the room / area.

### **Staff Actions**

- If you have any information about an emergency in the school between 8.00am- 4.00pm please contact the OLOH front office (extension 200). Otherwise call emergency services as required.
- Ensure you listen to your two way radio so that office staff can contact you when they are able to.
- Do not use the school phones or your personal mobiles to ring outside the school during the lock –in. Remember that information given to the outside (including family) could impact on the situation.
- Stop the activity, stay in the room, move students to the floor and / or less visible area of the room, lock windows and doors. Await instructions.
- Staff are to do a roll call to check all children are accounted for.
- Children should be kept as calm and as quiet as possible e.g. by reading / telling stories, playing quiet games and by speaking calmly.
- All phone lines are to be kept clear for communicating with emergency services and for confirming safety of children and staff.
- Students are not permitted to use mobile phones.

### **All Clear Signal**

A lock in procedure will be given the all clear by verbal confirmation by two way radio or phone.

### **After the Event**

Senior staff will give the all clear once the situation has been brought to a conclusion.

Information is to be given to students and staff about what has occurred and reassure children that they are safe.

Depending on the situation, written information will be prepared to send home, or parents will be contacted individually.

Staff will arrange counselling for children and staff as appropriate.

Complete all necessary reports and evaluations and lodge with the OLOH School.

### **HARASSMENT AND THREATS OF VIOLENCE**

If a person/s known or unknown to the service harasses or makes threats to children or staff at the centre, or on an excursion, staff 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 staff member in charge is unable to make the call another staff member should be directed to do so.
- Where possible staff will calmly move the children away from the person.
- No staff member is to try 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.
- Staff 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.

### **BUSHFIRES**

- In case of a bushfire the Greenwith Community Centre has been identified as the safe refuge building with a landline phone, toilets and drinking water. *See Bush Fire Action Plan Policy.*

### **RESOURCES/REFERENCES**

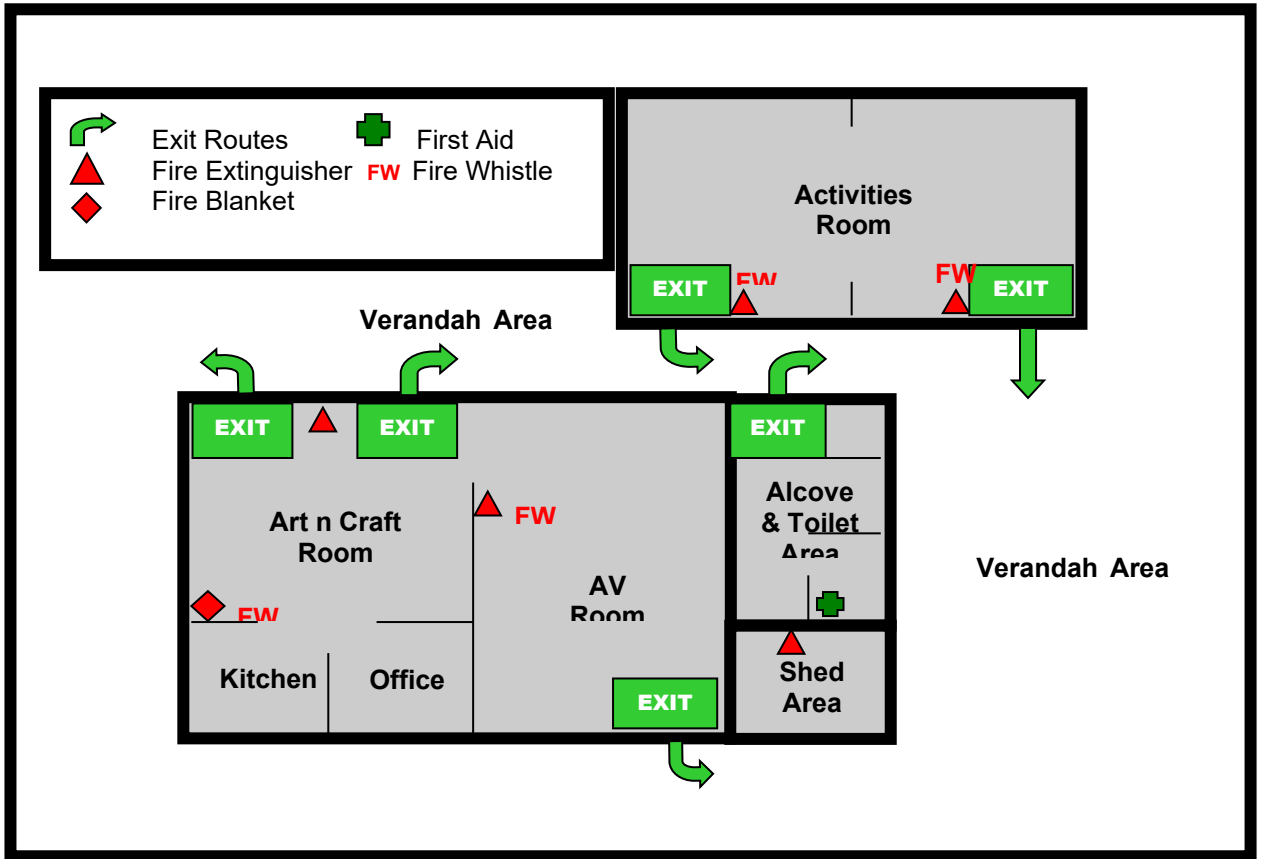
- CESA Emergency and Critical Guidelines



**EMERGENCY ASSEMBLY AREAS MAP**



OSHC BUILDING EMERGENCY MAP



\_\_\_\_\_  
(Chairperson)

\_\_\_\_\_  
(Date Reviewed)

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Date Reviewed)