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		EASTWOOD HEIGHTS OOSH POLICY		
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Written By Nominated Supervisor	Reviewed By EHOOSH Management committee	Approved By EHOOSH Management committee	Supersedes Version 1	Effective Date November 2018

Eastwood Heights OOSH

Emergency Evacuation Policy


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Revision Chronology:		
Version Number	Date	Reason for Change
1.0	November 2018	Creation
1.1	November 2018	Endorsed by OOSH executive committee
1.2		Review and evaluation
2.0		Edited and reviewed

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1. POLICY STATEMENT

In the event that the service needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so. We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the Service's environment. It is a risk to an individual's health and safety. We have defined emergencies that are specific to our environment and undertaken risk assessments.

Circumstances under which evacuation will occur are as follows

- (a) Fire within the buildings or playground
- (b) Fire in the surrounding area where the Service is in danger
- (c) Bush Fire
- (d) Power Failure
- (e) Terrorist / Bomb threat
- (f) Others may include: chemical spill, gas leak/explosion, traffic accident or event which could render buildings unsafe

We have a duty of care to provide all persons' with a safe and healthy environment. The National Quality Standard, Element 2.2.2 encourages Services to effectively manage incidents and emergencies in consultation with relevant authorities, and practiced and implemented to ensure best practice and the safety of children.

Emergency evacuation drills should be practiced and reviewed at least every three months. Evacuation plans must be displayed in prominent positions near each exit and in the children's environment with a compliant floor plan for ease of reference.

If appropriate, local emergency services (eg fire, police, and ambulance), local government, community leaders and other relevant agencies will be consulted for advice about issues like evacuation routes, assembly points and accessibility for adults or children with special needs

Educators will discuss the emergency procedures with the children and the reasons for practicing the drills. 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 of the process.

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2. PROCEDURES

2.1 Drills

The drills will

- Take place at various times of the day and week to ensure all children and educators get the opportunity to rehearse. All persons present at the service during the evacuation drill must participate. Each Responsible Person in Charge will have a turn at taking charge of the evacuation.
- Be documented, timed and assessed. Debriefing will occur the following Friday staff meeting to identify any improvements that may be made.

2.2 Evacuation Procedures

If it is unsafe for children, educators and visitors to remain inside the building, the service will be evacuated.

- The educator or child who discovers the fire alerts will walkie talkie the inside educator determining which evacuation assembly point will be used (oval shade cloth/top cola or Lynelle Park)
- A supporting educator will sound the alarm into a walk talkie by pressing the button on the siren to produce one long beep
- An Educator will call 000, informing emergency services of the nature of the emergency and our location
- Educators to assist children and any visitors that are collecting children out of buildings, bringing the first aid trolleys and checking the toilets as they leave to the evacuation assembly area
- The inside person will take the children's attendance rolls, epi pens and mobile phone. (The mobile phone allows access to Hubworks to view Families contact details)
- Educators will call the roll for each year group and the Responsible Person in Charge will liaise with educators to ensure all children, educators and visitors are accounted for once at assembly area
- Educators will supervise and reassure children
- Wait for emergency services to arrive or provide further information
- The Responsible Person in Charge will make sure that the School Principal and a member of the Management Committee are contacted as soon possible.
- Families will be notified as to the nature of the emergency

3. REFERENCES

3.1 Statutory authority


- Education and Care Services National Law Act 2010 (Regulation 97,98,168)
- National Quality Standard (Standard QA 2)
- Children's and Young Persons (Care and Protection) Act 1998

3.2 Service policies

- Lock Down Policy
- Maintenance of Safe Environment Policy
- Incident, Injury and illness Policy
- Medical Conditions Policy

3.3 National frameworks

- Framework for School Age Care in Australia, "My Time, Our Place"
http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/my_time_our_place_framework_for_school_age_care_in_australia.pdf

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3.4 Further references

- Emergency Management NSW www.emergency.nsw.gov.au
- www.ryde.nsw.gov.au/Business-and-development/Planning-Controls/Other-Planning-Considerations/Bushfire-Prone-Land