

# TECOMA PRIMARY SCHOOL OSHC EMERGENCY AND EVACUATION POLICY

## POLICY STATEMENT

Tecoma Primary School OSHC is committed to meeting the needs of parents and children. We are committed to ensuring the safety, health, and wellbeing of children attending our service by identifying the risks and hazards of emergency and evacuation situations. Children and educators will regularly practise our emergency and evacuation procedures to maximise safety and wellbeing in the event of an emergency or event requiring evacuation.

## BACKGROUND

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for emergency and evacuation to minimise risk of harm to children.

## LEGISLATION

Section 167 Offence relating to protection of children from harm and hazards  
Regulation 97 Emergency and evacuation procedures  
Regulation 98 Telephone or other communication equipment  
Regulation 168 Education and care services must have policies and procedures  
Regulation 170 Policies and procedures must be followed  
Regulation 171 Policies and procedures to be kept available  
Regulation 172 Notification of change to policies and procedures

## DEFINITIONS

Country Fire Authority (CFA): CFA respond to a variety of fire and emergency incidents. They are also involved in a range of other activities including:

Fire safety building inspections.

Delivering community awareness, education and safety programs

Post-incident analysis and fire investigation.

Fire prevention planning and land use planning at a municipal level.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Emergency: Includes any situation or event that poses an imminent or severe risk to the persons at the education and care service premises e.g. flood, fire or a situation that requires the service premises to be locked down (National Regulations, page 5).

Emergency Management Plan (EMP): A written set of instructions for the service to prepare for and respond to emergencies. A guide to preparing an emergency plan and an Emergency Management Plan template are available on the DET website (refer to Sources below).

Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident, Injury, Trauma and Illness Record: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. These details must be kept for the period of time specified in Regulation 183.

**Notifiable incident:** An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences.

**Planned closure:** services identified as being at high fire risk and on the DET's Bushfire at-Risk Register will close on days determined to have a fire danger rating of Code Red by the Emergency Management Commissioner. Where possible, four to seven days notice of a planned closure will be provided. Services not on the Department's Bushfire at-Risk Register will remain open, unless directly threatened by fire or another emergency.

**Risk management:** A structured approach to managing uncertainty related to a threat; a sequence of activities including the identification, assessment and prioritisation of risks followed by co-ordinated and economical application of resources to minimise, monitor, and control the probability and/or impact of those risks.

**Serious incident:** A serious incident (regulation 12) is defined as any of the following:

- the death of a child while being educated and cared for at the service or following an incident at the service.
- any incident involving serious injury or trauma while the child is being educated and cared for, which – a reasonable person would consider required urgent medical attention from a registered medical practitioner; or – the child attended or ought reasonably to have attended a hospital e.g. a broken limb\*
- any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis. Only treatment related to serious injury or illness or trauma are required to be notified, not other health matters
- any emergency for which emergency services attended. NOTE: This means an incident, situation, or event where there is an imminent or severe risk to the health, safety, or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution
- a child appears to be missing or cannot be accounted for at the service
- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child was mistakenly locked in or out of the service premises or any part of the premises

## SOURCES

- Department of Education and Training, Guide to Preparing an Emergency Plan and Emergency Management Plan: [www.education.vic.gov.au](http://www.education.vic.gov.au) (Search emergency management planning early childhood services)
- Department of Education and Training, Emergency Management Plan: <https://www.vic.gov.au/emergency-management-early-childhood-services>
- Country Fire Authority: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- State Emergency Service: [www.ses.vic.gov.au](http://www.ses.vic.gov.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

## PROCEDURES

The Nominated Supervisor is responsible for:

- completing the DET Emergency Management Plan, lodging this with the relevant people
- conducting a risk assessment to identify potential emergencies that the service may encounter (Regulation 97(2)) (refer to Emergency Management Plan)

- developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) (refer to Emergency Management Plan)
- appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (refer to Emergency Management Plan)
- developing an emergency and evacuation floor plan (Regulation 97(1)(b)) (refer to Emergency Management Plan)
- ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at the service (Regulation 97(3)(a)) ensuring that the rehearsals of the emergency and evacuation procedures are documented (Regulation 97(3)(b)) (refer to Emergency Management Plan)
- ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises (Regulation 97(4))
- ensuring that those working at, or attending the service, have access to a phone or similar for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed
- identifying potential onsite hazards and taking action to manage and minimise risk (refer to Emergency Management Plan)
- ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting
- ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted
- ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems
- providing a fully-equipped portable first aid kit (refer to Administration of First Aid Policy)
- developing a regular training schedule for staff to ensure that they are able to deal with emergency situations e.g. first aid, emergency management and OHS training
- regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)
- developing procedures to debrief staff following emergency incidents
- notifying DET in writing within 24 hours of a serious incident (refer to Definitions)
- completing the Incident, Injury, Trauma and Illness Record (refer to Definitions) where required
- notifying DET within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service (National Law: Section 174(2)(c); Regulations: 175(2)(b)&(c), 176)
- reporting notifiable incidents (refer to Definitions) in the workplace to WorkSafe Victoria
- engaging with the Country Fire Authority regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans
- identifying staff and children requiring additional assistance in the event of an emergency (refer to Emergency Management Plan)
- ensuring that emergency contact details are provided on each child's enrolment form and that these are kept up to date
- ensuring that an attendance record (refer to Definitions) is maintained to account for all children attending the service
- keeping a written record of all visitors to the service, including time of arrival and departure

- ensuring all staff, parents/guardians, children, and volunteers the procedures to follow in the event of an emergency
- ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures
- ensuring all staff, parents/guardians, children, volunteers, and others attending the service are accounted for in the event of an evacuation
- developing procedures to deal with loss of critical functions, such as power/water shut off
- ensuring that children are adequately supervised at all times and protected from hazards and harm
- ensuring that the Emergency Management Plan is followed in the event of an emergency
- testing alarms and communication systems regularly, such as on a monthly basis
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used.

Educators are responsible for:

- implementing the procedures and responsibilities in this policy and the service's Emergency Management Plan
- supervising the children in their care and protecting them from hazards and harm
- providing support to children before, during and after emergencies
- keeping lock-down areas in a state of readiness so they are safe for children, staff and visitors to be used
- checking that the attendance record is completed at the beginning and end of each session
- rehearsing emergency evacuation procedures with the children at least once every 3 months (or more often, as required) and ensuring that these are documented (refer to Emergency Management Plan)
- providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
- completing the Incident, Injury, Trauma and Illness Record, as required
- informing the Nominated Supervisor or Responsible Person about any serious incidents or notifiable incidents (refer to Definitions) at the service
- attending first aid, emergency management and OHS training, as required
- communicating with parents about emergency procedures
- raising children's awareness about potential emergency situations and appropriate responses.

Parents/guardians are responsible for:

- familiarising themselves with the service's emergency and evacuation policy and procedures and the service's Emergency Management Plan
- ensuring they complete the attendance record (refer to Definitions) on delivery and collection of their children (refer to Delivery and Collection of Children Policy)
- providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date
- reinforcing the service's emergency and evacuation procedures with their child
- following the directions of staff in the event of an emergency or when rehearsing emergency procedures.



## COMMUNICATION

This policy will be communicated to Tecoma Primary School community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from the OSHC program upon request.