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Emergency and Evacuation

Policy

South Turrumurra OOSH (OOSH/service) provides an environment that promotes the safety and wellbeing of all children. All children and staff will be aware of and practiced in emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence, the procedures outlined below will be implemented. When rehearsing emergency procedures with children, staff will encourage children to discuss possible scenarios where emergency procedures may be required and will support children to theorise solutions for improving procedures and preventative practices.

Opportunities for older children to access and use written emergency procedures to familiarise new children, prior to an emergency drill will be provided by staff on a regular basis prior to carrying out emergency drill/rehearsals (My Time, Our Place 5.1, 5.2).

Legislative Requirements

- Education and Care Services National Law Act 2010: 167
- Education and Care Services National Regulation 2011: 97, 98, 168, 170, 171, 172
- Privacy and Personal Information Protection Act 1998
- WHS Act 2011
- WHS Regulations 2017
- State Emergency and Rescue Management Act 1989

Definitions

Megaphone

- The OOSH Megaphone with siren is located in the first aid cupboard in the OOSH building. Spare batteries are kept in the office stationery drawer.

Australian Fire Danger Rating System

- The Australian Fire Danger Rating System uses four easy to recognise rating levels, each with a message to encourage you to take action to protect yourself and others in the face of bushfire risk.

The fire danger rating levels are:

- **Moderate:** Plan and prepare.
- **High:** Prepare to act.
- **Extreme:** Act now to protect your life and property.
- **Catastrophic:** For your survival, leave bush fire risk areas.

Direct Egress

- 'Direct egress' means the ability to move and directly exit to an assembly area that is at the same level as the education and care service and is outside the service premises and away from the building. This does not include travelling through sets of stairs (including fire isolated stairwells), busy occupied areas, traffic or other hazards, or obstructions. For example, a centre-based service located on the second storey of a multi-storey building. The building is on sloping land which means that the service has direct access to the outdoors at ground level (without the need to travel up or down any stairs) which leads to the assembly area(s) outside the education and care premises and building.

Emergency

- An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down or other type of emergency response.

Emergency Drill/Rehearsal

- A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response.

Emergency Services

- Includes ambulance, fire brigade, police and state emergency services.

Evacuation Floor Plan

- An evacuation plan is used where it is deemed necessary to evacuate the immediate area or building to ensure the safety and wellbeing of children and adults. It may also have the name evacuation diagram.

Evacuation Route

- Continuous path of travel (including exits, public corridors and the like) from any part of a building to a safe place.

Fire Safety Advisor

- A specified role in some jurisdictions. May coordinate fire safety management plans, fire and evacuation plans, procedures, review and practice, and give or arrange instruction to staff on evacuation and the operation of firefighting equipment.

Harm

- Physical or mental injury; hurt.

Hazard

- An unavoidable danger or risk, even though often foreseeable.

Lock Down

- A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved.

Lock In

- A security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved.

Lock Out

- A security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved.

Multi-storey Building

- A building with more than two storeys, including the ground floor. Each level of a split-level storey (or a mezzanine) is counted as one storey. For these purposes, the ground floor is the first storey, the first floor is the second storey, and so forth.

Risk

- Exposure to the chance of injury or loss; a hazard or dangerous chance.

Risk Assessment

- A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.

Implementation Strategies – how will it be done?

The Approved Provider/Nominated Supervisor will:

- **ensure that every reasonable precaution is taken** to protect children at the service from harm and hazards that are likely to cause injury.
- ensure educators and staff have ready **access to an operating telephone** or similar means of communication and that emergency telephone numbers are displayed near telephones.
- ensure that **staff are offered support and debrief following a serious incident**.
- work together with staff to **identify potential emergency situations** that may arise at a specific program to identify all risks associated with such situations.
- develop **procedures to manage all risks associated with emergency and evacuation situations**.
- **keep up to date with any changes in procedures for the administration of first aid** and ensure all educators are informed of these changes.
- **ensure that the procedures include arrangements with other occupants of a multi-storey building** in relation to the evacuation of children.
- ensure that the **evacuation procedures are in accordance with the evacuation floor plan**.
- ensure that **rehearsals of evacuation/lock down procedures are regularly scheduled, every three months as a minimum, and that the schedule ensures every enrolled child and staff member participate in the procedures**.
- **ensure staff are aware of when scheduled emergency rehearsals are to take place**.
- **ensure that spontaneous rehearsals also take place** to ensure staff participate in the simulation of unplanned emergency rehearsals.
- provide staff with **rehearsal evaluation/feedback forms after each scheduled and spontaneous rehearsal** to assist in refining their risk management procedures around the safe evacuation of all staff, children, and visitors to the program.
- **conduct a risk assessment of emergency evacuation routes and assembly points**.
- **review the risk assessment at least once every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children** from a service located in a multi-storey building with other occupants.
- ensure that a copy of the emergency and **evacuation floor plans and instructions are displayed in a prominent position near each exit of the service premises**, including near each exit that forms part of an evacuation route.
- ensure **emergency equipment is tested** within the timeframes recommended by recognised authorities.
- ensure that **designated emergency exits/routes are always kept clear** to ensure that everyone can exit safely in the event of an evacuation.
- **document rehearsals of the emergency and evacuation procedures**.
- **notify the Regulatory Authority of any serious incidents**.
- ensure the **following documents are completed**:
 - **risk assessments** (reviewed at least annually).

- emergency and evacuation **procedures**.
- emergency evacuation **floor plan**.
- **Emergency Management Plan (EMP)**.
- ensure all **staff participate in regular induction and training regarding emergencies**.
- ensure **staff have access to emergency equipment such as fixed extinguishers and fire blankets, and that staff are adequately trained in their use**.
- **determine whether the service should close if damaged due to a natural disaster**.
- **in the case of an emergency, contact families** of the service.
- **implement any recovery events that follow an emergency** (e.g. informing families of any closure periods, contacting service's insurance company, arranging counselling, etc).
- connect to the local council and state based **emergency preparedness contact information and apps**, e.g. BOM (<http://www.bom.gov.au/>), Hazards Near Me (<https://www.nsw.gov.au/emergency/hazards-near-me-app>).
- ensure **at least one educator or staff member holds current approved first aid qualifications** and is in attendance at all times that children are being educated and cared for by the service, including on excursions and during periods of transportation.
- ensure an **appropriate number of first aid kits are kept**, including portable first aid kits and emergency back packs and that they are suitably equipped, easily recognisable and readily accessible to adults, having regard to the design of the service premises.
- **discuss emergency and evacuation procedures with other occupants of a multi-storey building** to ensure the safe evacuation of children.
- **ensure all emergency contact lists are updated** as required.
- ensure that all **educators and staff are aware of emergency evacuation points**.
- ensure that **families are regularly reminded of the emergency procedures** in place at the service.
- **if used by the service for attendance purposes – ensure iPads/tablets are charged**.
- **ensure two-way radios are checked regularly and batteries are charged**.
- **ensure smoke detectors are checked regularly**.
- assist the Approved Provider in **contacting the service's insurance company**, families of the service/emergency contacts.
- **submit notifications of serious incidents online via the National Quality Agenda IT System (NQA ITS)**.

Educators and Staff will:

- ensure the **sign in register accurately records attendance of each child** including the time of arrival and departure for every child.
- **sign in/out on the staff attendance record**.
- **display the emergency procedure plan in a prominent position** of the room (i.e. by the exit points).
- **participate in emergency and evacuation rehearsals at least every three months** and ensure that the rehearsal is documented.
- **practice emergency procedures that involve a variety of movements** e.g. lockdown, lock out, evacuation.
- **familiarise casuals, agency casuals, students, and volunteers with the main emergency procedures** at the beginning of their shift or during their Induction.
- **conduct regular head counts of children throughout the session**.
- **provide children with learning opportunities about emergency procedures**.
- **be alert to the immediate needs of all children throughout scheduled and spontaneous rehearsals**.
- **assist the Coordinator/Nominated Supervisor in identifying risks and potential emergency situations**.
- **assist the Coordinator/Nominated Supervisor in developing procedures to reduce the risks associated with emergency evacuations and lockdowns**.
- **be aware of the placement of communications equipment (e.g. two-way radios) and be confident in their ability to operate them**.

- if designated within the Emergency Management Plan, conduct a head count prior to evacuation and conduct a roll call at the designated 'safe zone'. This can be a printed version from the evacuation bag or electronic format (ensure electronic device has internet data capacity).
- not leave the safe zone or safe venues until informed to do so by Emergency Services or the Responsible Person.
- stay with the children to provide comfort and stability until all children have been collected by a parent/guardian or an authorised nominee.
- in the case of an emergency, assist the Nominated Supervisor/Responsible Person in contacting families or authorised nominees.
- communicate with parents/guardians about emergency procedures.
- implement appropriate first aid procedures, when necessary, in line with the Administration of First Aid Policy and Procedures.
- maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required.
- empower children to take part in discussions to support their understanding of personal safety within the service.
- monitor and maintain stock in the portable first aid kit and emergency backpack, checking and restocking every three months or as necessary.
- be aware of children with Medical Management Plans attending the service, noting their attendance days, and take their prescribed medication during an evacuation.
- regularly check environments and equipment for possible hazards and take appropriate action to manage the hazard or risk.
- be aware of the upcoming scheduled emergency rehearsals and be ready in the event of a spontaneous simulation.

Procedures

General

- Fire extinguishers, fire blankets and smoke alarms are installed and regularly maintained by Turramurra Public School.
- All fire alarms are battery operated and alarms will be updated with fresh batteries every year, in line with Department of Fire and Emergency Service suggestions.
- Staff will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety and if they feel confident in operating a fire extinguisher. Other educators will evacuate children from the area. For unmanageable fires, we will follow our emergency evacuation procedure.
- Emergency evacuation and lockdown procedures will be displayed at all exits to all spaces in use by OOSH.
- A floor plan showing evacuation routes and the location of all fire extinguishers and fire blankets will also be displayed on exit doors. These procedures will be consistent with the school's emergency procedures as much as is practicable.
- Turramurra Public School's emergency evacuation plan will be followed by onsite staff in the case of an emergency during school hours.
- An emergency procedure drill/rehearsal will be practiced at South Turramurra OOSH at least every 3 months as per regulation requirements (*regulation 97 (a)*).
- All emergency drills/rehearsals will be recorded with the date, time, duration, number of staff, children and other people involved and will include notes for improvements. Drill/rehearsal records will be filed digitally and included in quarterly parent committee reports.
- All staff will be informed about emergency procedures during their induction. All staff will read and sign the *Emergency and Evacuation policy* as part of their orientation.

- All staff must wear or be familiar with the emergency tag corresponding to their position for each session. During term time, staff must wear or be familiar with the emergency tag number that relates to their position as seen on the program. In Vacation Care, staff must wear or be familiar with the emergency tag that has their position title on the tag.
- Staff will take into consideration how children with additional needs, including non-ambulatory children will be safely evacuated from the OOSH premises (*regulation 97(1)(c)(iii)*).

Emergency Evacuation Procedure

1. When a fire/emergency is detected, sound emergency signal – **Megaphone Siren**.
2. Staff will guide children to immediately cease all activities and make their way to the appropriate evacuation points.
3. Staff are to gather children under the COLA next to the OOSH room unless instructed otherwise by the Nominated Supervisor/Responsible Person in Charge. Designated evacuation points are as follows:
 - i. The Main COLA (default evacuation point)
 - ii. The Top COLA (if Main COLA could be a dangerous location)
 - iii. Turramurra Village Park (default offsite evacuation location)
4. The Coordinator or Responsible Person in Charge will determine which evacuation point is the safest for children and staff depending on the state and location of the emergency. If evacuating the school, follow the offsite evacuation procedure.
5. Staff will follow the instructions on the emergency tags assigned to their position and as listed on our emergency evacuation procedure, located in the staff room and all exits of buildings in use by OOSH.
6. Staff and children are not to resume normal operations until Emergency Services inform them it is safe to do so.
7. If Emergency Services inform OOSH that an off-site evacuation is required, educators will follow the offsite evacuation procedure below.

Offsite Evacuation Procedure

If Emergency Services inform South Turramurra OOSH that an off-site evacuation is required, educators will complete all emergency evacuation steps outlined above, followed by:

1. Organise children and prepare to walk to Turramurra Village Park (unless directed otherwise by emergency services), following the Responsible Person in charge.
2. Moving as a group, follow the evacuating map (*Figure 1*) to Turramurra Village Park. Staff will spread evenly amongst children to ensure safety while moving near and crossing roads.

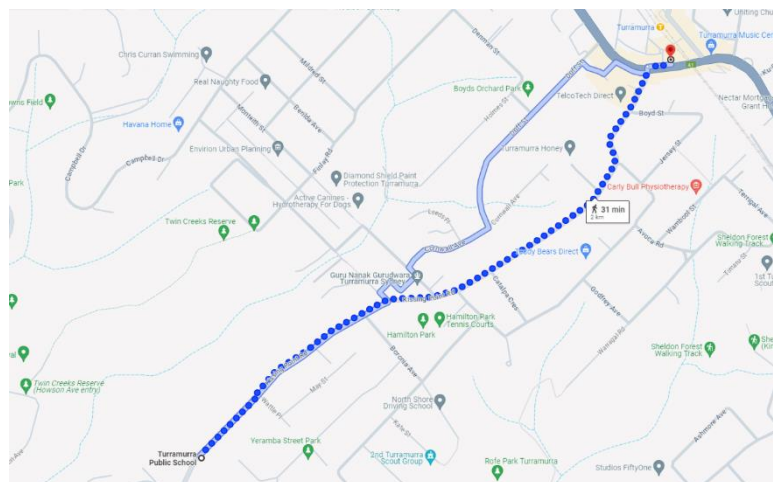


Figure 1 - Route from Turramurra Public School to Turramurra Village Park

3. Notify parents/guardians not to enter school grounds and to collect their children from Turramurra Village Park.
4. Once at Turramurra Village Park, find a safe and comfortable area to group children and complete an additional headcount.
5. Await instruction from Emergency Services.

Staff and children are not to resume normal operations or return to Turramurra Public School until Emergency Services inform them it is safe to do so.

Bush Fire Evacuations

When reporting a bush fire, call 000.

For information on fires (as advised on rfs.nsw.gov.au)

- Check NSW RFS website
- Check Fires Near Me webpage or android app
- Listen to local media
- Check NSW RFS on Facebook and Twitter
- Bush Fire Information Line – 1800 679 737

Catastrophic Fire Danger

For days rated 'Catastrophic' on the Australian Fire Danger Rating System, the school may close. In this instance, follow this procedure:

1. The Nominated Supervisor will be notified by the School Principal by 5pm the day before a Catastrophic Fire Danger Rated day.
2. The Nominated Supervisor will notify staff that no one is to be onsite on a Catastrophic Fire Danger rated day.
3. The Nominated Supervisor will notify families via Xplor Comms that OOSH will be shut in line with Turramurra Public School.
4. The Nominated Supervisor will inform any vendors/shareholders working with OOSH on the day in question of the closure.

If the school remains open on a day with an Extreme or Catastrophic Fire Danger Rating, the Nominated Supervisor/Responsible Person in Charge will:

- Ensure plans are in place for a fast and safe evacuation.
- Brief all staff on the evacuation risks and procedures.
- Ensure staff with radios are attentive and ready to act with little notice.
- Program activities for children which allow for a fast and safe evacuation, if required.
- Communicate risks to families of attending children (catastrophic day).

Lockdown Procedure

1. In the case of an immediate threat on the school property or surrounding area (see *Providing a child safe environment policy*), sound the lockdown signal – **Radio staff to alert of lockdown.**
2. Staff with radios will inform staff without radios that a lockdown procedure has begun.
3. Staff will guide children to immediately cease all activities and make their way to the OOSH Building. If it is not safe to make way to the OOSH room, children will be guided to the **nearest lockable building.**
4. Staff will follow the instructions on the emergency tags assigned to their position and as listed on our emergency lockdown procedure, located in the staff room and all exits of buildings in use by OOSH.

5. All windows and doors are to be locked and blinds shut for the duration of the lockdown.
6. Notify Parents not to enter school grounds.
7. Children are to be kept calm and occupied until authorities advise that the danger has passed.

Absent and Missing Children Procedure

- South Turramurra OOSH holds a duty of care for every child from when they are signed into a session, until they are signed out by an authorised person.
- Parents are required to notify South Turramurra OOSH via the Xplor Home app, phone or email as soon as possible if their child will be absent from an afternoon session. This absence will be submitted digitally on the Xplor Master Roll.
- If parents fail to notify OOSH by 3pm that their child will be absent for an afternoon session, a finder fee will be added to their account in accordance with the *Payment of Fees policy*.
- Parents will be informed of their responsibility of notifying South Turramurra OOSH if their child is absent via the parent handbook during enrolment and *Delivery and Collection of Children policy*.
- Should a child not arrive at the OOSH premises when expected, staff will complete the following steps:
 1. Call 'Announcements' and roll call all missing children. Sign in any outstanding children who are present but forgot to sign in.
 2. Radio staff to confirm if the missing child has been seen. If a staff member can see the missing child, the child will be sent inside to confirm with office staff that they are safe and present at OOSH.
 3. Staff will contact the parents of the child via mobile to confirm that the child will be absent from the afternoon session. If the parent/Guardian does not answer the phone, a voice message will be left and a text message will be sent from the OOSH mobile requesting that the parent/guardian contact OOSH to confirm their child's whereabouts.
 4. Staff will check the Turramurra Public School daily absent roll to see if the child was absent or sent home from school early. If the child is on the school absent list, the parent will be sent a text message to notify them that we have been notified of the absence via the school absence list and to request they confirm the absence asap.
 5. The 'Shepherd' educator will check the infant school area and other school drop off and pick up points to make sure the child is not waiting unattended. The 'Lessons' educator will check all extra-curricular classes for the child.
 6. If staff have been unsuccessful in their attempts to contact both parents/guardians by 3:45pm, the staff member will attempt to contact other members of that child's emergency contact list (authorised nominees).
 7. If the child's whereabouts have not been confirmed by 4pm, or if successful contact has been made with the parent/guardian and they have confirmed the child should be in OOSH care search parties will be sent out.
 8. Staff will look up the child's address and, whilst remaining in ratio at OOSH, spare staff members will follow multiple routes to their house, to locate the child.
 9. If search parties are unsuccessful in locating the missing child and an authorised collector cannot be contacted by 4:15pm, police may be contacted to notify them of the missing child.
 10. If the police have been contacted about a missing child, an incident report will be completed and made in the NQA ITS Portal within 24 hours of the incident.

References and Related Policies and Procedures

References

- My Time, Our Place - <https://www.acecqa.gov.au/sites/default/files/2023-01/MTOP-V2.0.pdf>
- National Quality Framework: Quality area 2.3
- Turramurra Public School Emergency Procedures
- Fire and Rescue NSW - <https://www.fire.nsw.gov.au/>

- Rural Fire Service NSW - <https://www.rfs.nsw.gov.au/>
- Google Maps - <https://maps.google.com/>
- Australian Children’s Education and Care Quality Authority (ACECQA) www.acecqa.gov.au
- ACECQA – Guide to the National Quality Framework <https://www.acecqa.gov.au/national-quality-framework/guide-nqf>
- Community Early Learning Australia – CELA’s Simple Guide to bushfire advice for children’s services: 2020 update cela.org.au/2020/12/04/bushfire-advice-2020
- Emergency Management Plan (EMP) sample template for Early Childhood Services https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/operating-an-early-childhood-education-service/media/documents/emergency-and-incident-management/Emergency_Management_Plan_template.DOCX

Related Policies and Procedures

- Providing a Child Safe Environment Policy
- Dealing with Medical Conditions in Children
- Enrolment and Orientation
- Excursions and Transportation
- Delivery and Collection of Children
- Incident, Injury, Trauma and Illness
- The Administration of First Aid

Approval and Revision History

Review Date	Reviewed By	Approved By	Next Review
17/07/2020	Amy Kitto	Scott Everard	July 2021
29/07/2021	Warwick Payne	Scott Everard	July 2022
14/01/2022	Scott Everard	Amy Kitto	January 2023
30/07/2023	Scott Everard	Courtney Sparkes	July 2024
01/06/2024	Amy Kitto	Scott Everard	June 2024
24/08/2024	CELA	Scott Everard	August 2025
20/01/2026	Hannah Field	Scott Everard	January 2027