



# BELLEVUE HEIGHTS PRIMARY SCHOOL

## Out of School Hours Care

### **Emergency and Evacuation Policy** (ratified by management Nov 2019 – review 2022)

#### **Emergency procedures**

Note: OSHC services on department sites should develop site-specific procedures in consultation with the school principal and with reference to the Emergency Action Guide and the departmental WHS Manual.

The following procedures are a guide for services:

- \* Emergency evacuation procedures will be 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.
- \* The evacuation plan will include:
  - a safe assembly area, with its own escape route, away from access areas for emergency services and the building. **SOCCER OVAL**
  - a second assembly area in the event that the first assembly area becomes unsafe. **SAND PIT AREA**
  - unobstructed routes for leaving the building, and which are suitable to the ages and abilities of the children (special consideration must be given to the evacuation of children with disabilities).
  - an emergency pack stored away from the building, including items such as blankets, first-aid kit and so on. One is available in the schools administration building.
  - a staff member will collect the attendance roll and parents' emergency contact numbers, and at the assembly area check the roll to ensure that all children and staff are present.
  - a list of current emergency services contact numbers. **“000” In the case of a wild fire where we are forced to evacuate, CFS and emergency apps are on OSHC mobile phone.**
  - a staff member will check that the building is empty and that all doors and windows are closed to contain the spread of fire, only if safe to do so.
  - staff will supervise the children at the assembly area until it is safe to move on to another building.

When the emergency services arrive

- the director/coordinator will inform the officer in charge of the nature and location of the emergency, and of any missing children or staff.
- No-one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Staff will be instructed in their operation. Staff will attempt to extinguish fires only when all of the following has happened:
  - the children have been evacuated from the room
  - the fire is small
  - there is no danger to the person operating the extinguisher.
- \* Safety and evacuation drills involving staff and children will be practised in before school care and after school care at least once a term, and at least once during each vacation care program, when most children are present.

Note: Single staff services will meet the requirements of the departmental OSHC Standards for emergency and evacuation procedures.

**Also refer – Wild Fire Policy, Evacuation Plan and Invacuation Plan.  
Fire drill**