



BELLEVUE HEIGHTS PRIMARY SCHOOL

Out of School Hours Care

Emergency Invacuation Plan

(Ratified by Management 2020 – Review 2023)

1. **WHISTLE**: Continuous long blasts on the whistle. This could be replaced by the educators informing those present that there is a threat.

2. The closest Staff Member to the OSHC office should telephone 000 for whichever service is required.

3. Children to stay in Activity Hall.
Staff in charge of the children at the time are responsible for securing the hall and ensuring children's safety.
The staff will:
 - Stay inside the hall.
 - Lock all doors and windows.
 - Turn off all lights and appliances.
 - Instruct the children to sit on the floor and out of sight of windows and doors and to stay there until all is clear.
 - Call the attendance roll.
 - If children are outdoors (toilet/ playground etc) staff will collect and bring them back to the Activity hall if it is safe to do so. (Take OSHC mobile phone and keys with you if you have time)
 - If it is not safe to do so, a staff member and child/children can lock themselves in the toilets or other school building. (Remembering that the first priority is for the children's and your own safety) Try and make contact with the OSHC service of your whereabouts. (There are phones in most buildings, with OSHC phone numbers on cards adjacent)
 - School Office no is 82787182. If during office hours please phone through.

4. The **ALL CLEAR** will be 2 long blasts on the whistle/ educators are sure the threat is over or arrival of relevant authorities.

