



Emergency Evacuation & Lockdown Policy

Rationale

As emergency situations may arise from time to time there is a need to ensure an adequate response to any emergency situation. St Patrick's OSHC aims to provide a friendly, caring, safe learning environment for students, staff, parents and visitors.

Aims

St Patrick's OSHC Evacuation Policy aims to ensure that all students, staff, parents and visitors remain in a safe and secure location in the event of an emergency evacuation or lockdown.

Responsibilities of Coordinator

- Schedule evacuation or lockdown drill, at least once per term, to practice procedures to ensure the safety of all people at the OSHC in the case of an emergency. Drills will be practiced on different days and during Vacation Care and After School Care to ensure as many children as possible are present during a drill.
- Ensure that current risk assessments are completed for possible emergency situations.
- Ensure evacuation/lockdown signage is appropriate.
- Monitor the orderliness and speed of evacuation/lockdown drills.
- Assess efficiency of evacuation drill and make necessary changes to improve evacuation procedures.
- Contact appropriate authorities in the event of a genuine evacuation/lockdown.

Responsibilities of Staff

The prime concern of each staff member at the time of the evacuation is to ensure that all children in their care are safely removed from the building and assembled in the designated assembly areas.

Staff members will:

- Determine suitable alternative routes to evacuate children in their care (depending on the location of evacuation).
- Ensure that the children are familiar with the route by walking them through the evacuation route.
- Ensure that the OSHC roll is completed and that the roll is kept on the OSHC desk so it is available if required.
- Become familiar with the evacuation procedure.
- Display the evacuation procedure in a visible location within the room.
- Familiarise the children with as much of the procedure that they feel the children should know.

Evacuation Procedure

Signal to evacuate: Three short sharp whistle blows by the Responsible Person will signal children to stop, look for staff and wait for instructions.

Staff & Children:

1. If there is time the Responsible Person is to collect roll and pen, first aid kit, OSHC mobile phone and emergency contact list. Staff/children to shut windows and doors, if possible. This is to contain the fire and stop it from spreading. If there is no time leave everything behind.
2. Children are to be directed to leave in an orderly way. All belongings are to be left behind.
3. Children and staff in OSHC area (hall) are to evacuate using the nearest, safest route to Emergency Evacuation Area A which is located along the back fence of the playing field. If that area is deemed unsafe, Emergency Evacuation Area B is to be used which is located near the staff car park.
4. The Responsible Person is to mark the roll and report any missing or injured children to the Nominated supervisor.
5. The Responsible Person is to call 000. If unable to do so another staff member should be directed to do so.
6. Staff to remain with the children at the evacuation point until the emergency situation is contained and it is safe to return.

Lockdown Procedure

Signal for Lockdown

Three short sharp whistle blows by the Responsible Person will signal children to stop, look for staff and wait for instructions.

Staff & Children

1. Staff to shut and lock all doors in the OSHC room and in the music room, as quickly as possible.
2. Staff and children are to position themselves out of sight and remain silent.
3. Responsible Person is to call 000 or direct another staff member to do so.
4. If possible, Responsible Person is to collect roll & pen, first aid kit, OSHC mobile phone and emergency contact list.
5. Responsible Person is to mark the roll and report any missing or injured children to the Nominated Supervisor.
6. Staff to remain with the children in lockdown until the emergency situation is contained and it is safe to return to normal.

Harassment and Threats of Violence

If a person/s known or unknown to the staff harasses or makes threats to children or staff at the centre, or on an excursion, staff will:

- Calmly and politely ask them to leave the centre or the vicinity of the children.
- Be firm and clear and remember your primary duty is to the children in your care.
- If they refuse to leave, explain that it may be necessary to call the police to remove them.
- If they still do not leave, call the police.
- If the Responsible Person is unable to make the call another staff member should be directed to do so.
- Where possible, staff will calmly move the children away from the area.

- No staff member is to try to physically remove the unwelcome person but to try to remain calm and keep the person calm as possible and wait for police.
- Staff should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside.