

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *Emergency Evacuation/ Lockdown Policy*

<p><b>Related documentation</b></p> <p><b>Policy/policies:</b></p> <p><b>Regulation/s/ Standards:</b></p> <p><b>Related procedures:</b></p> <p><b>References:</b></p>	<p>Incident, Injury, Trauma and Illness</p> <p>Assist with the Administration of First Aid</p> <p>Education and Care Services National Regulation 87, 97, 98, 136, 168, The National Law 169 and 174, The National Quality Standard 2.2. 2.2.1, 2.2.2</p> <p>Supervision</p> <p>Workplace Health and Safety for Educators</p> <p>Workplace Health and Safety (Coordination Unit)</p> <p>Work, Health and Safety Act, 2011 &amp; Work, Health &amp; Safety Regulation, 2017.</p>
<b>Date effective</b>	November 2025
<b>Date for review</b>	November 2028
<b>Purpose/s</b>	To provide families, staff and the community with the confidence that the safety and wellbeing of all staff, children, families and visitors to Armidale Out of School Hours Care are paramount.
<b>Responsibility/applies</b>	Directors, Management, Nominated Supervisor, Educators, Children, Families and Visitors.

**Key information:**

Armidale Out of School Hours Care is committed to ensuring the safety, health and wellbeing of children attending our education and care service by identifying the risks and hazards of emergency and evacuation situations.

Children, Educators and staff will regularly rehearse our emergency and evacuation procedures to maximise their safety and wellbeing in the event of an emergency or event requiring evacuation.

**Definition:**

An emergency is defined as a situation or event that poses an imminent or severe risk of harm e.g. fire /bushfire, flood, severe storm.

**Emergency Evacuation Procedures:**

An emergency evacuation floorplan complete with written instructions must be displayed in a prominent position at **each** of the service's exits.

Emergency evacuation/lockdown procedures must be practiced and documented at least once every three months. These practices must involve all children in care, and it is recommended they be undertaken at different times of the day.

These guidelines will apply to the Approved Provider, Nominated Supervisor, Management Staff, Educators, Students, Parents, and others attending the service at the time of the Evacuation Procedure.

**Procedures for EVACUATION e.g. a Fire Emergency**

1. Raise the alarm – Blow the whistle 3 times, all children to come to Educator and line up.
2. Responsible Person to scan the room to ensure no children have been overlooked. Responsible Person to allocate Educators to:
  - a. Check toilets, and use fire extinguisher if required, close doors on the way out,
  - b. Collect phone, keys and tablet (for families contact details and attendance records),
  - c. First aid, medication box,
  - d. Medical Action Plans and Medication Administration folder (red)
3. Responsible Person to count children as they exit the hall,
4. Assemble at the evacuation point (near large shed) or at the secondary assembly point (bus bay shelter),
5. Responsible Person to call 000 or appropriate number, then call management,
6. Keep all the children calm during evacuation.

**Procedures**

- Nominated Supervisor is to conduct an annual risk assessment to identify potential emergencies relevant to the school.
- Nominated Supervisor must ensure that the school has appropriately located smoke detectors, a fire blanket adjacent to cooking facilities and an appropriately located fire extinguisher.
- Staff must keep any security lock keys in an accessible place to enable swift evacuation when necessary.
- The Nominated Supervisor must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit of the hall. The location of the first aid kit must be marked on the evacuation plan by the recognisable symbol of a white cross on a green

background. The location of the fire protection equipment must be marked on the evacuation floor plan.

- The designated assembly area should be well clear of the building. It should ensure children can be evacuated from the premises without going back near the danger area or placing them in further danger.
- The allocated Educator should collect charge mobile phone, tablet (for families contact details and attendance records), keys and first aid box, medication box, Medical Action Plans and the medication administration folder as they leave the service upon evacuation.

Some emergency situations (e.g. a snake or other dangerous animal in the outdoor environment, storms or natural disasters) will require staff and children to simply remain indoors and to contact Management for assistance.

A situation that requires a Service to be in lockdown could include but not limited to: Intruders (animal or person), power failures or electrocution, involvement of firearms or other weapons or structural damage.

### **LOCKDOWN procedures**

1. Responsible Person to gather all children together, escorting them to center of the stage,
2. Responsible Person to allocate Educator to lock all the entry points (doors)
3. Responsible Person to allocate Educator to:
  - a. Check toilets,
  - b. Collect phone, keys, tablet
  - c. First Aid and medication box
  - d. Medical Action Plans and Medication Administration Folders (red)
4. Responsible Person and Educators to inform children that we are in a lockdown situation and everyone must remain quiet and still.
5. Responsible Person to call 000, then call management.

### **Follow Up**

- In the event of an actual evacuation/lockdown a Serious Incident Notification must be submitted to the Department of Education within 24 hours,
- WorkCover NSW (ph: 131050) must be informed immediately of any serious injury to a member of Armidale OSHC staff. WorkCover must also be informed within 7 days if the injured person is unable to resume regular activities,
- Educators should provide children with opportunities to express their thoughts and feelings after they have witnessed an emergency.
- Educators may may be offered access to counselling should they experience trauma as a result of an emergency.

**Emergency phone numbers:**

- Police, Ambulance, Fire Brigade 000
- SES (NSW Emergency Service) emergency assistance in the event of flood or storms  
132 500
- Northern Tablelands Wildlife Carers (snake removal service) 1800 008 290
- NSW Poison Information Centre 13 11 26