



Out of Hours School Care Emergency Management Policy

Policy Statement

To provide a simple procedure the Out of Hours School Care program can follow to remove children as safely, quickly, and calmly as possible in the event of an emergency.

Emergency Management Plans are to be displayed in the Community Centre (located at all the 4 doors exiting the community centre building). Staff roles are to be rostered each day. This includes the weekly rostering of the Emergency Coordinator, Communication Officer, Block Warden and First Aid Officer. This roster is displayed on the kitchen door. These roles are clearly defined on the Emergency Management Plan and includes:

- Evacuation procedures for Fire/Smoke/bomb Threat.
- Invacuation procedures for threat from toxic substance (code blue).
- Threat from person (code red).

Procedures and Practices

Staff roles include:

- Establish the nature of the emergency and communicate the Evacuation/Invacuation alert.
- An announcement from the coordinator that this is a code Evacuation/Invacuation (code blue or red).
- Advise staff outside the community centre – via the two-way radio – of the Emergency Invacuation/Evacuation procedure.
- The staff on the day take action to implement Emergency evacuation/invacuation procedure (code blue or red).
- For evacuation children are warned by a whistle.
- Move to the assembly area for OSHC. This is the synthetic turf/oval area.
- Take – Emergency evacuation folder.
- Take - Students' record folder.
- Take – daily attendance roll.
- Take – first aid requirements as may be necessary for individual children.
- Complete personal checklists.
- Establish the status of children – present/not accounted for.
- Establish that all buildings have been checked by the Emergency Coordinator.
- Contact appropriate emergency service (police/fire/ambulance) phone 000.
- Brief emergency services on their arrival.
- Contact Principal.
- Liaise with emergency services as required, in conjunction with Emergency Coordinator.
- The OHSC Program will practice the Emergency Invacuation/Evacuation Procedure four times per year (once per term).

Sources

Guide to the Education and Care Services National Law and the Education and Care Services Regulation 2011. Sourced June 2019.

Apollo Parkways Primary School Emergency Management Procedures.

Date Reviewed:

15th September 2014

4th October 2016

4th June 2019

Next Review Date:

June 2023

June 2024