

6. Emergency and Evacuation

Purpose

The safety of children and staff in an education and care setting is paramount.

It is crucial in any emergency, including when an evacuation is required, all parties understand their roles and responsibilities.

The service will have plans to effectively manage incidents and emergencies be developed in consultation with relevant authorities, practised and implemented. Systems will be in place to manage risk.

Where a critical incident has occurred it needs to be reported to the regulatory authority.

Scope

NQF Quality Area 2	Children's Health & Safety
Standard 2.2 Safety	Element 2.2.2 Incident and Emergency Management
NQF Quality Area 7	Governance & Leadership
Standard 7.1 Governance	Element 7.1.2 Management Systems
Work Health & Safety Regulations 2012	

Guidelines

The school and OSHC aim for consistent emergency and evacuation procedures so that students are familiar with the expected emergency responses on the school grounds.

These procedures include:

The instructions for what must be done in the event of an emergency including an evacuation, shelter in place and precautionary building confinement. A poster outlining these 3 procedures is in display near the exit in every room.

- An emergency and evacuation floor plan is included in the staff handbook.
- A risk assessment that identifies potential circumstances that are relevant to the service.
- A requirement for the emergency and evacuation procedures to be rehearsed every 3 months. These procedures must be practiced under the leadership of the Director, with the date of rehearsals to be documented.
- To ensure that communication can be maintained in an emergency, where the service includes a phone landline, a mobile phone and internet access.

Roles and responsibilities

The OSHC Director will be responsible for:

- Ensuring that the OSHC emergency and evacuation procedure are consistent with the school procedures
- Ensuring that the OSHC students and staff are aware of the procedures by regularly rehearsal of evacuation procedures every 3 months.
- Documenting the date of rehearsals.

Monitor, report and review

Author	School Principal Sharron Ward	March 2020
Recommended	OSHC Management Committee	April 2020
Approved	Governing council	June 2020
Review Date		

Resource Documents

- NPS emergency and evacuation procedures, available on request from the leadership of the school.