

# Emergency Procedures

## Policy Statement

Emergency procedures will be implemented in the event of an emergency, natural disaster, or threat of violence. All staff members are made aware of the emergency procedures during orientation and evacuation plans will be displayed near each exit.

Evacuation and lock down procedures will be practised regularly to assist educators and children to be aware of the procedures in the event of a real emergency.

## Policy Considerations

- National Quality Standards/Elements: 2.2.2 (Incident and emergency management)
- Occupational Health and Safety
- Australian Standards
- Network's Fire Safety Guideline
- Evacuation Policy and Procedure - Gungahlin College, Melrose High School, Mother Teresa School, Holy Trinity School, Alfred Deakin High School

## Procedure

- Staff are informed of the emergency procedures during their induction into the service
- Emergency evacuation signs are to be displayed near each exit
- Lockdown procedures are documented and accessible to educators. This procedure is not displayed publicly.
- A lockdown drill and evacuation drill will be completed at least once every three months.
- Fire safety equipment such as fire blankets and extinguishers are available at service locations. These resources are provided and maintained by the school sites used by Kids Biz OSHC. Educators shall only use this equipment if safe to do so.
- In the event of an emergency, staff will only attempt to extinguish fires if:
  - There is no immediate personal risk to the operator of the fire safety equipment
  - They feel confident they can operate the fire safety equipment/extinguish the fire
  - The fire is small and containable
  - It does not pose a risk to children or others
- Following an emergency situation
  - Notify the Management Team to assist and support response
  - Inform families and relevant stakeholders of the situation
  - Perform a hazard check of any areas affected by the emergency before re-entering, treating any hazards as appropriate
  - Reflect on the circumstances leading up to and response to the situation
  - Review relevant policies, procedures and risk assessments
  - Notify the ACT Regulatory Authority (CECA) of the situation
  - Only authorised personnel may speak to the media

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### Evacuation Procedure

Evacuations may be required due to a gas leak, fire, weather damage, natural disaster, contamination, or other threat. In the event of an emergency evacuation the following procedure should be followed, taking into consideration the safest option under the circumstances causing the evacuation:

- Educators guide children to the designated evacuation point – walk calmly, do not run
- Do not collect personal belongings. Leave bags, toys etc. inside
- Preferred evacuation locations for each service are outlined below and displayed near each exit.  
**Individual circumstances for an evacuation should be taken into consideration when determining the best location to assemble.**
  - MTS – on the grass oval behind the basketball courts
  - Holy Trinity – school oval, past the basketball courts
  - Deakin – school oval or basketball courts
  - Pearce – basketball courts
  - Gungahlin – tennis and basketball courts, or grass courtyard on Gozzard St
- Educators to check all areas of service including kitchen, office and bathroom to ensure all children and educators have left
- Coordinator (or designated staff member) to collect following items (if safe to do so)
  - First aid kit & Medications
  - iPad & internet dongle (for roll marking) or other attendance records
  - Service phone
- If safe to do so, close all doors, windows or sliding panelling to restrict the fire's immediate access to other rooms and spreading
- At designated evacuation area complete a roll call to ensure all children are accounted for. Check that all staff members are present – check staff roster if required
- Coordinator to call 000 to advise fire brigade or relevant emergency agency
- Cooperate with instructions provided by responding emergency service
- Do not re-enter service until emergency services have advised that it is safe to
- Notify the Management Team to assist and support response
- If required, call parents/guardians of all children to collect children from the service. Ensure that children are signed out before leaving so that all children can be accounted for.
- **Continue to assess the situation throughout the evacuation and determine the safest evacuation route depending on the circumstances of the evacuation.**

### FOLLOWING EVACUATION

- Families of children attending to be notified as efficiently as possible. This may be through kiosk message, email or text.
- Team member will complete an incident report to review the circumstances leading up to the evacuation and the response

### Lockdown Procedure

A lockdown may be required due to a threat or suspected threat that is endangering the safety and well-being of educators, children, and visitors. Threats that may lead to a lockdown include:

- Natural disasters
- Criminal activity
  - Bomb threat
  - Known or suspected firearm or weapon seen on school grounds/surrounds

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# Kids Biz Holidays & Sports

## OSHC Policies & Procedures

- Gunshots on school grounds or nearby (known or suspected)
- Dangerous or threatening person on site
- Wild or dangerous animals on site
- Chemical spill or gas leak (external)

*Note – in some circumstances, some of the above threats may require an evacuation rather than a lockdown. Individual circumstances will be assessed by the coordinator or senior team member to determine the most appropriate response.*

The below procedure should be followed in the event of a lockdown, with consideration to the circumstances leading to the lockdown:

- Program coordinator (or another staff member) will alert staff quietly that a lockdown is required
- Remain calm, bring all children inside immediately and ensure no children are left behind. Children should leave any toys, sports equipment etc.
- Gather all children in a secure area away from doors, windows and highly visible locations. Preferred lockdown locations for each service are outlined below. **Individual circumstances for a lockdown should be taken into consideration when determining the best location.**
  - MTS – On the stage with the curtains drawn. In the Senior ASC room with the blinds closed, lying under tables
  - Holy Trinity – inside school hall, away from internal windows
  - Deakin – Front corner of school gym away from all windows (area adjacent to art'n'craft room)
  - Pearce – inside school gym, away from main entrance door and foyer
  - Gungahlin – corner of school gym closest to outdoor tennis courts
  - Holy Family – inside school hall,
- In the event of a natural disaster/earthquake a solid structure will be sought (if possible) for protection from falling debris.

*Note – the most suitable location will vary if the lockdown is due to a non-targeted threat, such as a natural disaster.*

- Lock all doors and windows where it is possible to do so.
- Call emergency services as soon as possible if there is an immediate threat (eg. a threatening or dangerous person is onsite)
- If the threatening person or other hazard is in the building, move children as far away from the situation as possible, preferably to a different room.
- Complete a roll call. All areas should be searched thoroughly for missing children, provided it is safe to do so.
- Notify other people on school site (eg. administration, maintenance)
- Notify Management Team to assist and support response
- Notify families that a lockdown is occurring and they should not come to the school site
- Remain as calm as possible and try to maintain a calm environment for the children. Children should remain quiet.
- Provide emotional support to any children who may feel distressed by the situation
- Coordinator to liaise with appropriate authorities and staff until it is safe to resume normal service

### FOLLOWING LOCKDOWN

- Families of children attending to be notified. This may be through kiosk message, email or text.
- Complete an incident report to review the circumstances leading up to the lockdown and the response

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# Kids Biz Holidays & Sports OSHC Policies & Procedures

- Coordinator to arrange debriefs for staff/families/children

## Document Version Control

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