

Emergency and Evacuation Procedures

In the event of an emergency or natural disaster, St Pius X OSHC is committed to providing a safe environment for children, staff and families in accordance with the service's safety policy.

- Emergency evacuation procedures will be clearly displayed near the main entrance and exit of each room used by the OSHC service, and are to be followed in the event of fire, natural disaster or other emergency.
 - A safe assembly area, with its own escape route away from access areas for emergency services and the building
 - A second assembly area in the event that the first area becomes unsafe
 - Identification of unobstructed routes for leaving the building, which are suitable for the age and ability of the children (special considerations given to children with disabilities)
 - No one is to re-enter the building until advised it is safe to do so by the officer in charge of the emergency service

- An emergency can include fire, flood, cyclone, the presence of dangerous animals or insects, a situation that requires the evacuation of the premises or an other situation that requires a lock down to be implemented
- Other events which are considered an emergency include an accident or sudden illness that requires the immediate response of educators, an asthma attack, seizure or an anaphylactic reaction.
- Procedures for an evacuation:
 - The person in charge (usually the Director if on site) on the day is to raise the alarm (or megaphone siren) and then check toilets and meet at assembly point. Use phone to contact relevant authorities. Walkie talkies will also be used to alert all OSHC groups about the evacuation.

 - The Second in charge is to collect the attendance roll, staff roster, visitors log and parents' emergency contact numbers, phone and meet at the assembly area. They check the roll to ensure that all children and staff are present.

 - The Second in charge is to nominate a staff member to check that the building is empty and, if safe to do so, lock external doors, check that all other doors and windows are closed to contain the spread of fire. This person will also unlock the gates to allow entrance to the emergency vehicles.

 - Staff are to supervise the children at the assembly area. When the emergency services personnel arrive, the director will inform the

officer in charge of the nature and location of the emergency, and of any missing children or staff.

- No-one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444.
- Safety and evacuation drills involving staff and children will be practised quarterly and documented in the educator/staff communication book. Each drill will be reviewed and discussed at the next staff meeting.

INVACUATION/Critical Incident (Including Intruders on school grounds)

- A different alarm is sounded to indicate a “critical incident” in which all children are to be brought indoors and kept inside until further notified by director that it is safe.
- Walkie Talkies or the internal phone system will be used to communicate. (When the alarm is not able to be sounded, the walkie talkies will be used to raise the alarm)
- Staff and children are to stay inside the room they are in and not move out until advised by director.