

EMERGENCY MANAGEMENT POLICY

Policy Statement

Highgate School Outside School Hours Care (Highgate OSHC) aims to provide a healthy and safe environment, where in the event of emergencies, educators are prepared to take control without putting themselves or anyone else at risk, while keeping the welfare of both children and adults paramount.

Highgate OSHC is committed to ensuring that:

- as far as practicable, a safe and healthy environment is provided for all children, educators, and any other persons at Highgate OSHC premises
- educators respond to emergency situations with consideration for the needs of the children, including any circumstances where a child has been injured or traumatised at Highgate OSHC
- appropriate procedures are in place to effectively identify and manage emergency situations, and that any subsequent evacuation or lockdown procedures are implemented.

Definitions

Evacuation occurs when people leave the immediate area or service premises. An example of this is a fire, bomb threat or gas cylinder explosion.

Lockdown occurs when circumstances dictate that the safety of people is better ensured inside the buildings, behind locked doors. In the event of lockdown staff and children should remain out of sight away from openings, windows and behind furniture or solid walls. An example of this sort of emergency is a chemical spill or dangerous person on site.

General Responsibilities of Educators

It is the responsibility of individual educators to be fully aware of their role in maintaining preventative measures, and of their duties in the event of an emergency.

In general, educators at Highgate OSHC are expected to:

- remember to clock in and out on the staff attendance and timesheet system
- practise the evacuation procedure via different exits
- practise the lockdown procedure in different areas of the service

In addition to the above, Nominated Supervisors and Responsible Persons at Highgate OSHC are expected to:

- ensure the Xplor system accurately records attendance of each child
- ensure arrival and departure times are recorded in Xplor for each child
- display the emergency procedure plan at the service in prominent positions
- ensure all items in emergency bags are present
- check the number of children regularly throughout the session.

Implementation

The evacuation (continuous) siren will be sounded by the Director or Responsible Person on Duty to signal the evacuation of all persons to the emergency assembly area. This will be broadcasted through staff radios. After the service has assembled for evacuation, the Director or Responsible Person on Duty will direct further movement, following consultation with the police or emergency services personnel as the situation dictates.

The lockdown (short bursts) siren will be sounded by the Director or Responsible Person on Duty to signal the lockdown in which case people stay within secured service areas.

The Director or Responsible Person on Duty is responsible as the person in charge for ensuring emergency procedures occur smoothly and in the best interests of the safety of the people affected. In each situation the Director or Responsible Person on Duty and educators need to follow the emergency procedures attached, and then make decisions about further action e.g. evacuation to a more distant site or lockdown. All members of the community are expected to comply with the directions of the person in charge in the interests of order and safety. The position of the person in charge may change as more senior staff or emergency personnel arrive at the scene.

Emergency Procedure Practice/Drills

- Emergency procedures for evacuation and lockdown will be practised at least once per term and once per Vacation Care period.
- Families will be notified that drills will take place.
- A variety of practice styles will be adopted to simulate emergency conditions, including scenarios such as inside the buildings, around the grounds, and off the premises.
- Each drill is documented to include:
 - the date of the drill
 - time of drill
 - if the drill was planned or initiated without notice
 - how many people in attendance according to attendance registers
 - in the instance of evacuation, how many people were evacuated and the time it takes to evacuate, and weather conditions
 - what were the simulated emergency conditions
 - any problems encountered
 - any additional notes.
- Drill documentation is kept for a minimum of three years.

Approved by Highgate School Governing Council 15th September 2021

DATE OF EFFECT: 30th September 2021

REVIEWED: 31st October 2022

TO BE REVIEWED: 31st October 2023

Related Documents

<http://www.acecqa.gov.au/national-quality-framework/national-law-and-regulations/national-regulations>

Education & Care Services National Regulations (2011) – Regulations 85, 86, 88, 89, 97, 98, 136, 145, 175 & 186(2)(h)

National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Standards 2.1, 2.2, 2.3, 3.1.2, 4.1.1, 6.2.2, 7.1, 7.3.3

<https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc>

Highgate OSHC Emergency Procedures

Decisions made by staff will depend on the circumstances. At all times, safety is our first consideration.

Leadership:

Director, Assistant Director and/or Responsible Person on Duty



EVACUATION

OSHC Leadership:

- Sound siren (continuous) and broadcast over radios
- Alert emergency services via 000 or 131 444
- Take emergency bag, medication of children in attendance and service mobile phone to assembly area via the shortest and safest route
- Check service toilets if safe to do so
- Conduct emergency head count to ensure each child is present
- Check staff present against sign in and roster
- Follow direction from emergency services as necessary

ASSEMBLY AREA

1. Highgate School Courts

If unavailable/unsafe:

2. Highgate School staff carpark

If unavailable/unsafe:

3. Tennis court opposite Lady George Kindy on Highgate St

Educators:

- Line children in their play space up
- Lock all doors and windows if safe to do so.
- Proceed to assembly area in an orderly fashion. Follow all instructions from the OSHC Leadership
- Wait until the all-clear is given, signalled by one long siren blast.
- Return to the service in an orderly fashion.



LOCKDOWN

OSHC Leadership:

- Sound siren (short blasts) and broadcast over radios
- Alert emergency services via 000 or 131 444
- Check service toilets if safe to do so
- Contact each play space and conduct emergency head count of all children and staff via radio
- Follow direction from emergency services as necessary



Educators:

- Lock all doors and windows. Roll down blinds if safe to do so.
- Gather students in the safest place in the room. If outdoors move to the closest room.
- Leadership will inform you if you need to remain in lockdown (hidden) or just inside.
- Wait until the all clear is given, signalled by one long siren blast.
- Resume normal activities.