

(Revised October 2023)

Policy Statement:

The Mueller College Outside School Hours Care Service adopts a proactive approach to ensuring that educators and students are aware of, and understand, evacuation and other emergency procedures. Potential emergency situations are identified, and risk assessments conducted to evaluate risk minimisation strategies where possible.

National Quality Standard (NQS):

- Quality Area 1: Educational Program & Practice**
2: Children’s Health & Safety
7: Governance & Leadership

1.2	Practice	Educators facilitate and extend each child’s learning and development.
1.2.1	Intentional teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
2.2	Safety	Each child is protected.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations

97	<p>Emergency and evacuation procedures</p> <p>(1) The emergency and evacuation procedures required under regulation 168 must set out—</p> <p>(a) instructions for what must be done in the event of an emergency; and</p> <p>(b) an emergency and evacuation floor plan.</p> <p>(2) For the purposes of preparing the emergency and evacuation procedures, the approved provider of an education and care service must ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the service.</p> <p>Penalty: \$2000.</p> <p>(3) The approved provider of an education and care service must ensure that—</p> <p>(a) in the case of a centre-based service, the emergency and evacuation procedures are rehearsed every 3 months by the staff members, volunteers and children present at the service on the day of the rehearsal and the responsible person in relation to the service who is present at the time of the rehearsal; and</p> <p>(ab) in the case of a family day care service, the emergency and evacuation procedures are rehearsed every 3 months by each family day care educator and the children being educated and cared for by the family day care educator on that day; and</p> <p>(b) the rehearsals of the emergency and evacuation procedures are documented.</p> <p>Penalty: \$2000.</p> <p>(4) The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises, including a family day care residence and approved family day care venue.</p> <p>Penalty: \$2000.</p> <p>Note.</p> <p>A compliance direction may be issued for failure to comply with subregulation (2), (3) or (4).</p>
103 (1)	Requires all equipment and furniture used in providing the education and care service are safe, clean and in good repair.
105	Requires each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.
168	<p>Education and care service must have policies and procedures</p> <p>(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2).</p> <p>Penalty: \$1000.</p> <p>Note—</p> <p>These may include policies and procedures prepared by the approved provider in accordance with an education law of the participating jurisdiction.</p> <p>(2) Policies and procedures are required in relation to the following—</p> <p>(a) health and safety, including matters relating to—</p> <p>(i) nutrition, food and beverages, dietary requirements; and</p> <p>(ii) sun protection; and</p> <p>(iii) water safety, including safety during any water-based activities; and</p> <p>(iv) the administration of first aid; and</p> <p>(v) sleep and rest for children;</p> <p>(b) incident, injury, trauma and illness procedures complying with regulation 85;</p> <p>(c) dealing with infectious diseases, including procedures complying with regulation 88;</p> <p>(d) dealing with medical conditions in children, including the matters set out in regulation 90;</p> <p>(e) emergency and evacuation, including the matters set out in regulation 97;</p>

	<p>(f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99;</p> <p>(g) excursions, including procedures complying with regulations 100 to 102;</p> <p>(h) providing a child safe environment;</p> <p style="padding-left: 20px;">(i) staffing, including—</p> <p style="padding-left: 40px;">(i) a code of conduct for staff members; and</p> <p style="padding-left: 40px;">(ii) determining the responsible person present at the service; and</p> <p style="padding-left: 40px;">(iii) the participation of volunteers and students on practicum placements;</p> <p>(j) interactions with children, including the matters set out in regulations 155 and 156;</p> <p>(k) enrolment and orientation;</p> <p>(l) governance and management of the service, including confidentiality of records;</p> <p>(m) the acceptance and refusal of authorisations;</p> <p>(n) payment of fees and provision of a statement of fees charged by the education and care service;</p> <p>(o) dealing with complaints.</p> <p style="padding-left: 20px;">Note—</p> <p>A compliance direction may be issued for failure to comply with subregulation (1).</p>
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Education and Care Services National Law

167	<p>Offence relating to protection of children from harm and hazards</p> <p>(1) The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$10 000, in the case of an individual. \$50 000, in any other case.</p> <p>(2) A nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$10 000.</p>
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Objective:

To ensure that all necessary precautions and plans are made to appropriately deal with the need to evacuate the Service. Possible events requiring evacuation may be:

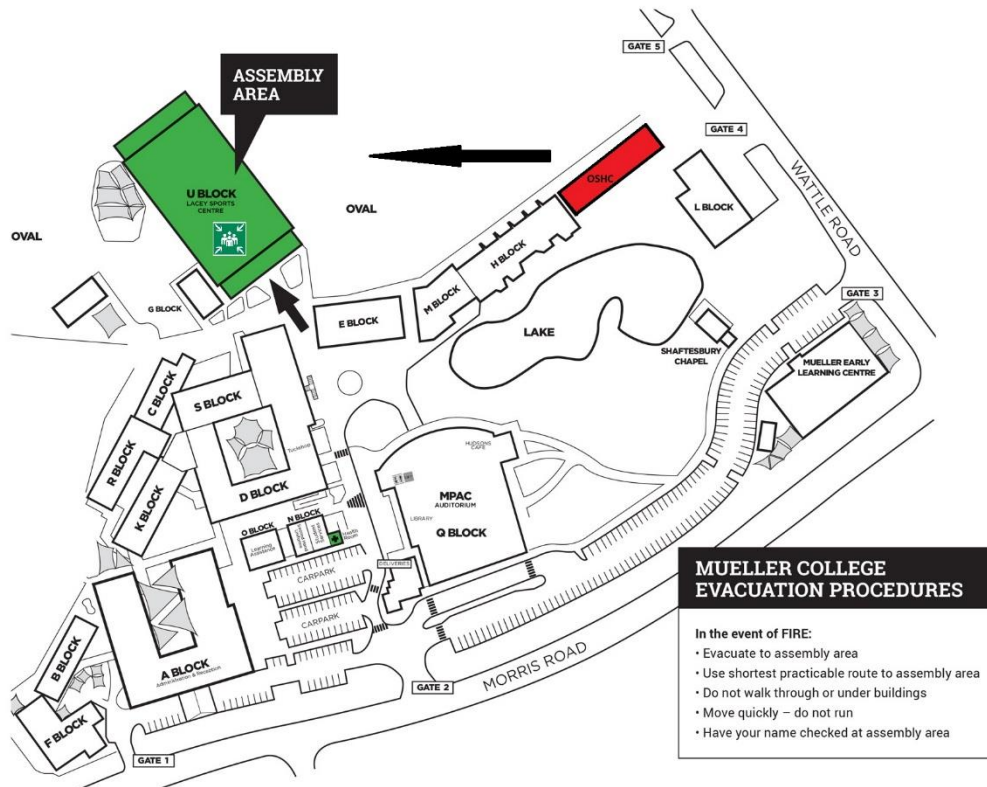
- Fire in or near the Service building or building where students are residing.
- Weather event that poses risk specifically to Service building or building where students are residing.
- Air crash event which poses a threat to the Service building or building where students are residing.
- Bomb threat the poses a threat to the areas in or surrounding the Service building or building where students are residing.

Procedure:

- Emergency evacuation procedures will be clearly displayed at all exits from the Service including maps indicating evacuation routes and instructions of what to do in an emergency.
- Educators are to ensure that all nominated exits are kept clear and unlocked to enable a quick departure.
- Emergency telephone numbers will be clearly displayed within the Service and educators will have access to a telephone outside of the room.
- In an emergency situation, the educator who first discovers the emergency will ring sound the alarm bell. The College administration and/ or early learning centre will be notified of the threat and potential need for evacuation.
- The Nominated supervisor or lead educator will take charge of the situation and delegate educators to:
 - telephone the relevant emergency number
 - check and evacuate all rooms
 - Collect the phone, first aid and staff ipad or roll.
 - close all doors and windows (only if able) to help to contain the fire (if relevant)
 - Ensure to count all students as they leave the premises and calmly escort them to the nominated assembly point

- Evacuate all rooms including the toilets and storage rooms. Check the room or area thoroughly to make sure no adults or students remain behind.
- once at the designated assembly area, Visual checking and roll marking of those present must be done to make sure all students, staff and visitors are accounted for.
- Attempts to extinguish fires will occur only when the room is evacuated, if the fire is very small, and the person trained in using the extinguisher is in no immediate danger.
- No one will re-enter, nor be permitted to re-enter, a building in which there is or has been a fire, under any circumstances, unless and until the emergency service advises that it is safe to do so.
- Educators are to calm the students and provide them with suitable games and activities as far as reasonably possible.

Emergency Evacuation Route:



Parents and Visitors

Should parents or visitors be present during an evacuation they will need to:

1. Follow instructions given by Staff.
2. Move quickly to the assembly area along with the students and staff and remain with the group until all have been accounted for.
3. Notify the Nominated Supervisor or person in charge before leaving the site. Do not re-enter the OSHC room before the all clear has been given.

Bomb Threat:

In the event of a bomb threat, educators will:

- Record the time and date of the call
- Record the wording of the threat

- Not hang up the phone
- Use another phone to call police to report the threat
- Evacuate the building according to the Services' emergency evacuation procedure if advised due to threat affecting the OSHC building (lockdown procedures may be required should the threat be further away on the grounds)
- Notify the College Community and Management as soon as possible

Excursion Emergency Plan

- Person who discovers the hazard or threat should sound the alarm or follow instructions given by authorities or venue.
- Contact the person in charge and explain the situation if possible.
- If required telephone 000 and notify the police stating clearly what the emergency is and where it is located.
- Lead Educator or Person in Charge should check roll and student numbers and calmly evacuate the students to the assembly area outlined by the venue.
- An auditory and visual check of those present to make sure all students, staff and visitors are accounted for.
- Educators assist in checking the room or area thoroughly to make sure no adults or students remain behind. This includes toilets etc.
- Await further instructions from venue or authorities.

Closure of the Service due to a severe weather event:

- Should a severe weather event occur or be highly predicted, a decision may be made by the Nominated supervisor, in conjunction with the Management committee and College to employ an emergency Service closure.
- All Service closures will be lodged with the Regulatory authority in accordance with the Education and Care National Law.
- All closures will be displayed on the Department of Education and training's National disasters and closed education facilities website.

Equipment & Facilities:

- there is an alarm bell for sounding warnings of an emergency, which is kept in good working order, and tested regularly.
- the Service has appropriate fire extinguishers that are properly installed and maintained and that staff have basic training in the use of the fire blankets and fire extinguishers kept at the venue. Locations will be clearly indicated by appropriate signage.
- the Service calls upon the Workplace Health and Safety Officer to provide up-to-date information on the appropriate measures which are required to comply with this aspect of this Policy.

Rehearsal of evacuation procedures:

- Staff are to conduct practices evacuation processes bi-monthly and never less than three-monthly.
- Staff should record:
 - which area was being used before the drill alarm was given
 - the date
 - what type of drill was performed
 - how many students were present

- which staff were present
- any problems identified in the practice
- These drills will occur on different times and days of the week so that all educators and students are familiar with the procedures.
- Updated evacuation plans and instructions should be maintained at all exits throughout the Service.
- Risk assessments should be conducted and regularly reviewed for both the evacuation and lock down procedures and the need for the use of the emergency plans.

REFERENCES:

- Education and Care Services Act, 2013 (Current as at Aug 2020)
- Work Health and Safety Act, 2011
- Building Fire Safety Regulation 2008
- Education and Care Services National Law Act 2011, Current as at March 2023
- Education and Care Services National Regulations, Current as at October 2023
- Guide to the National Quality Framework, Revised July 2023
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022

See also:

- Mueller OSHC Managing Crisis and Critical Events Policy & Procedure
- Mueller OSHC Managing Duty of Care Policy & Procedure