OSHC – Emergency Procedures Policy

RATIONALE
To ensure the safety and wellbeing of children and staff in the event of an emergency.

AIM
To provide an effective procedure in the event of a fire/toxic emission or any other dangerous situation.

IMPLEMENTATION
These procedures apply to program staff.

- The plan for the OSHC centre is to be displayed prominently in the program venue and in the staff information folder.
- The following Fire Evacuation Checklist will be implemented:
  - Take the Attendance Register, enrolment forms and first aid kit.
  - Ensure children are accounted for (head count).
  - Call the Fire Brigade.
  - Check the kitchen, toilets and storerooms to ensure nobody is missing.

Fire Evacuation Plan:
- Upon hearing the alarm being sounded (long whistle blow), take all children to designated meeting area. If you detect a fire make sure you blow the whistle to inform other staff and children. WHISTLES are located in the kitchen and office.
- Program supervisor/assistant to call fire brigade on 000 giving accurate centre location details.
- Leave building by the closest and safest exit taking the attendance book.
- Supervisor/assistant to call fire brigade on 000, (if unable to do so in step 1).
- Make sure that all the children and staff are accounted for (checking through the Attendance Book and enrolment forms).
- When the supervisor/assistant arrives at the meeting place, inform them immediately of any missing persons.
- Keep all the children in one area. Do not leave until the all clear has been given by the fire brigade.
- The designated meeting place for the centre is the netball/basketball court. If it is unsafe to get to that area then the courtyard is the next designated meeting place.
- In case of the need to leave the centre grounds the designated meeting area is McLeod Road.
- The service shall ensure all staff and children are familiar with the emergency procedures, that drills are carried out once a term and that these are evaluated.

REFERENCES
Outside School Hours National Standards, 2.12

EVALUATION
Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION
This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, October 18, 2016.

Signed ..................................................  Signed ..................................................
School Council President  Principal

Last Updated: October 2016