



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197
Phone 9772 4011 Fax 9776 0421
Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197
Principal: Carole Mayes
Website: <http://www.patterson-lakes-ps.vic.edu.au>

Outside School Hours Care – 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 office hanging on a hook near the window.
- 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, November 2018.

Signed.....
School Council President

Signed.....
Principal