

Purpose

Westgarth PS OSHC has a responsibility to ensure the safety of all children and ensure procedures are in place and documented with regard to Emergencies and Evacuations.

Policy

OSHC policy follows the school Emergency Management Policy and should be read in conjunction with that policy. OSHC specific procedures are detailed below.

The Emergency and Evacuation Floor Plan is attached to this policy.

A copy of the Emergency and Evacuation floor plan and instructions are displayed beside each exit of each area used by the OSHC service for after school care and for before school care.

Procedures

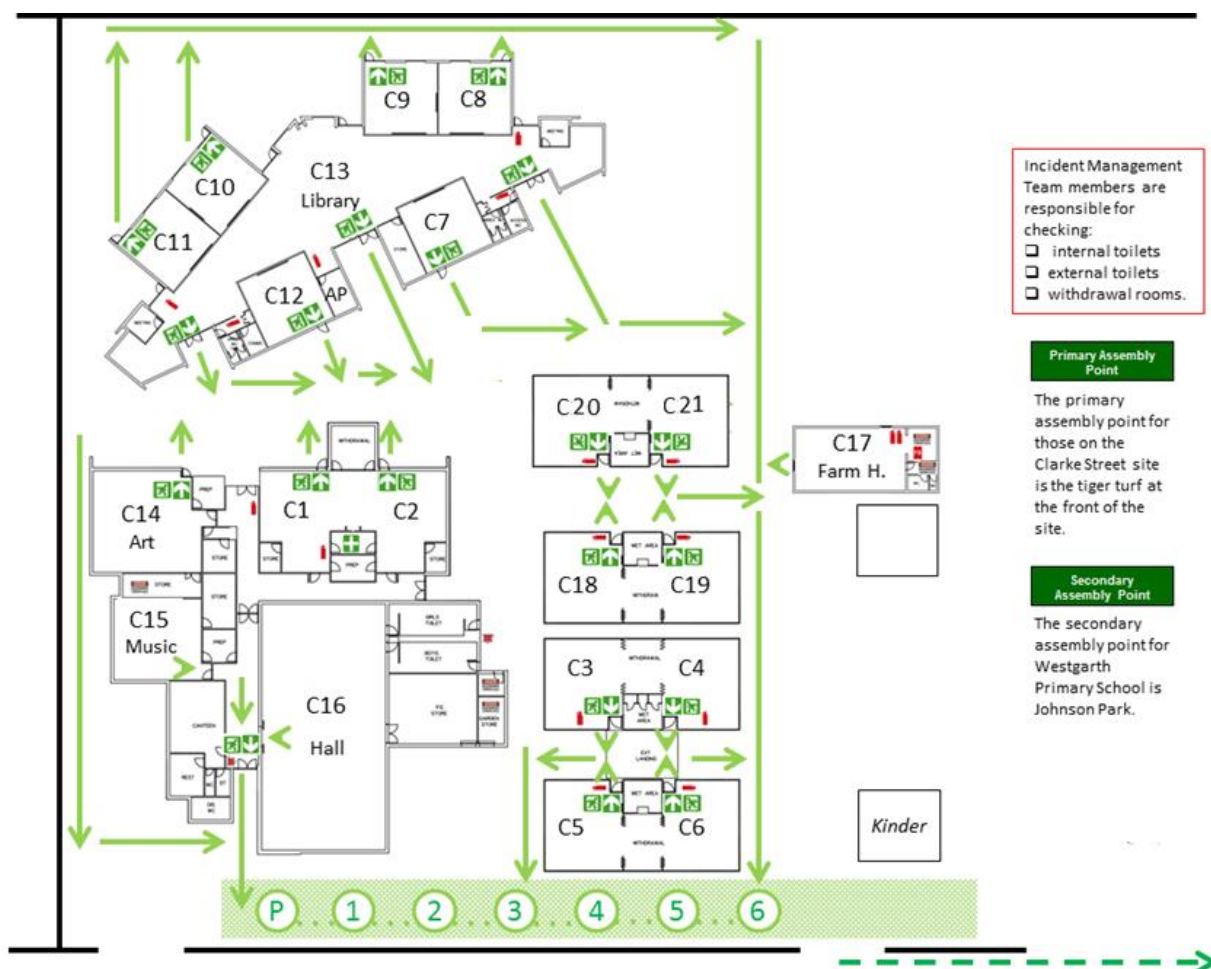
- All Educators and students are alerted to an emergency or evacuation by the Supervisor(s) repeatedly blowing three sharp blasts on their whistle.
- Educators are primarily responsible for ensuring that the students in their designated area are immediately marshalled to the safe area (South oval) following the evacuation diagrams where they line up in their grades.
All bags are left behind.
- Educators assemble with the grades they collected at the start of the afternoon.
- Supervisors will be the designated Incident Management Team members as referred to on the attached Emergency and Evacuation Floor Plan. They are responsible for checking all areas including toilets before collecting the first aid kit, Epi-pens, and student roll and joining everyone in the safe area.
- The student roll is taken one year level at a time.
- Staff and students may return to the OSHC area(s) only once the all-clear is given by the Supervisor on duty.
- Emergency and evacuation procedures are rehearsed every 3 months that the service is operating (ie once for each term); these rehearsals are documented.
- As both students and Educators attend on different days (ie most are not present every day), the emergency and evacuation rehearsal will be conducted on a different day of the week on each of the four rehearsals conducted during a year.
- The OSHC service will review the emergency and evacuation procedures following each rehearsal to determine whether any adjustments are necessary based on the particular needs of either all or individual children attending the service.
- The OSHC service will require every staff member working at the service to attend at least one of the emergency and evacuation rehearsals each year to ensure that everyone participates.

Regulation Reference	Approval Date:	Next Review:	Page:
97-98	June 2020	June 2024	1 of 2

Related documents and attachments

- Education and Care Services National Regulations 2011
 - Regulations 97 & 98.
- National Quality Framework
- WGP Emergency Management Plan 2020
 - T:\1.0 Administration\1.8 Emergency management plans

EMERGENCY & EVACUATION FLOOR PLAN:



Regulation Reference	Approval Date:	Next Review:	Page:
97-98	June 2020	June 2024	2 of 2