



Emergency Management

POLICY RATIONALE

Holy Family Catholic School OSHC has a responsibility to provide a safe environment for all children, educators, families and visitors to our sites. It is essential that in the event of an emergency, any potential risks to those present at the service are minimised.

The service has developed sound procedures for each site that will be implemented in the event of an emergency. Educators will implement organised evacuation procedures at any time a situation poses a significant threat to children or themselves. (R97)

PROCEDURES

MANAGEMENT WILL ENSURE THAT:

- The service has a detailed Disaster Recovery plan.
- Fire extinguishers will be installed and maintained. The property owner is responsible for the maintenance of the fire extinguishers.
- In the event of an emergency, debriefing may be required for children and educators involved. This will be made available as required.
- Notification of the Regulatory Authority will occur as per the current legislation.

THE DIRECTOR OF SERVICE WILL ENSURE THAT:

- Educators will be made aware of emergency management procedures as part of their induction process. Educators will be expected to make themselves familiar with site-specific Emergency Management Plans as part of their on-site induction and ongoing development.
- In the event of an emergency, the Director will notify the Principal and additional resources and support will be sought as required.
- Emergency and evacuation floor plans will be prominently displayed at each exit.
- The service will have relevant emergency telephone numbers displayed.
- If an emergency occurs, an evaluation will follow to ensure all procedures were in place and were adequate for the occasion.

ALL EDUCATORS ARE REQUIRED TO:

- Educators will familiarize themselves with their specific roles and responsibilities in the event of an emergency. These are outlined in the Disaster Recovery Plan; however, it is the responsibility of all educators to ensure all children are gathered and safe.
- Check the number of children regularly throughout the session.

EMERGENCY DRILLS

- Educators are informed of safety and emergency procedures, as are relief Educators, Students and Volunteers.
- Emergency procedures (including a lockdown procedure) will be practised no less than the minimum number of times per year, in accordance with Regulation 97 of the Education and Care Services National Regulations (2012). That being at least every three months.

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- Simulated emergency conditions will consider a variety of practice styles such as scenarios in the building/s, around the grounds, lockdown procedures and off the premises.
- Each drill is documented to include:
 - the date of the drill;
 - session type
 - start and finish time of drill;
 - if the drill was planned or initiated without notice;
 - how many people are in the Service according to attendance registers;
 - any problems encountered; and
 - any additional notes.
- Drill documentation is kept for a minimum of three years in accordance with occupational workplace health and safety laws, in compliance with Regulation 183 of the Education and Care Services National Regulations (2012).

EMERGENCY PROCEDURES

The following procedures apply in all emergencies:

- Immediately cease all activities.
- Assist anyone in immediate danger and direct others away from the danger.
- Inform person-in-charge. In most cases, this is the Director of Service.
- Return, with children if applicable, to the room they are working in for the day if safe to do so.
- Close doors and windows where possible.
- Collect medication tub and ensure individual medication requirements are made available.
- Collect attendance lists and emergency evacuation kit, iPad and mobile phone.
- Look ahead to ensure the existing exit is still the best option.
- Wait for further instruction if an emergency is not clear.
- One designated Educator is to check all areas of the Service.
- Keep children calm and reassured.
- Follow explicit instructions given by the person in charge.
- Emergency services, if contacted, advise the Director of Service when it is appropriate to release the children to families.

At no time place yourself, the children or other team members at risk

- Contact Principal.

All emergencies are different and therefore require different procedures to follow when they arise. The following circumstances and guidelines for management have been identified for quick reference, including where to find procedural information or additional resources:

Natural Disaster – bushfire, flood or extreme severe weather conditions	All instructions are to be followed and carried out according to the local police or the Coordinator/Director of Service (or responsible person). The Regulatory Authority in each state and territory responsible for overseeing the regulation of the Service may also give instruction. Refer to the Disaster Recovery Plan for more information.
Fire/Smoke	All instructions are to be followed and carried out according to the Director of service (or person in charge). Evacuation procedures will apply as details in this policy. Refer to the Disaster Recovery Plan for more information. Holy Family Catholic School OSHC makes available general procedures for dealing with fire and smoke.

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Bomb Threat	<p>In the case of a bomb threat, a template is to be used to record the conversation, and children will be evacuated to the designated assembly point unless otherwise advised by the police. Refer to the Disaster Recovery Plan for more information. Holy Family Catholic School OSHC makes available general procedures for dealing with a bomb threat.</p>
Snake, restricted dog breed, or other potentially dangerous animal	<p>Contact the relevant Local Council immediately, who will advise on who to contact for the removal or relocation of the animal. Lockdown procedures may apply.</p>
Act of terrorism	<p>All instructions are to be followed and carried out according to the local police or the Director of Service (or responsible person). The Regulatory Authority in each state and territory responsible for overseeing the regulation of each Service may also give instruction. Refer to the Disaster Recovery Plan for more information.</p>
Chemical or hazardous leaks and spills	<p>All instructions are to be followed and carried out according to the local emergency Services or the Director of Service (or responsible person). Refer also policy on the administration of first aid. Evacuation or lockout procedures may apply. Refer to the Disaster Recovery Plan for more information. Holy Family Catholic School OSHC makes available general procedures for dealing with hazardous leaks and spills.</p>
Loss of water or power	<p>All instructions are to be followed and carried out according to the Emergency Services or the Director of Service (or responsible person). Specific emergency Services to be contacted, and evacuation procedures may apply. Refer to the Disaster Recovery Plan for more information. Holy Family Catholic School OSHC makes available general procedures for dealing with the loss of power or water.</p>
Intruders	<p>This policy contains information on considerations for intruders, including hostage and siege situations. Refer to the Disaster Recovery Plan for more information. Holy Family Catholic School OSHC makes available general procedures for dealing with intruders.</p>
The outbreak of infectious disease or illness	<p>Refer to policies on dealing with injuries, illness and infection; medical conditions and medication; and the administration of first aid. Refer to the Disaster Recovery Plan for more information. Holy Family Catholic School OSHC makes available general procedures for dealing with a suspected or actual outbreak of an infectious disease or illness.</p>

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Death of a child or adult	<p>Refer to policies on dealing with medical conditions and medication, dealing with incidents, injuries and trauma, and the administration of first aid.</p> <p>Refer to the Disaster Recovery Plan for more information.</p> <p>Holy Family Catholic School OSHC makes available general procedures for dealing with the death of a child or adult.</p>
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In the event of an emergency, not specified above, where the health and safety of individuals and or the Service’s environment are at risk, the Director of Service in consultation with School Leadership may deem the Service an unsafe environment and commence implementing the evacuation procedure as needed and/or close the Service temporarily (e.g. power failure on an excessive heat day, natural disaster, etc.). In the event of the Service’s temporary closure, the Director will direct all children’s parents/guardians and request they immediately pick up all children from the Service until the Service is deemed a safe and healthy environment.

DISCOVERING AN EMERGENCY

Educators who discover an emergency at the Service are required to alert the Director of Service (or Responsible Person) immediately so that they can determine and implement control measures. After the immediate assessment, the Director of Service (or Responsible Person) will then call LOCKDOWN, LOCKOUT or an EVACUATION depending on the type of emergency.

LOCKDOWN	<p>The Director of Service (or responsible person) will inform Educators that due to external and immediate danger, it is safer for children, Educators and any other visitor to the Service to remain indoors.</p> <p>Instructions will include closing internal windows and doors and sitting on the floor below window level. In some cases, this may also include everyone in the building gathering in one area, under the Director of Service’s instruction.</p> <p>The Director of Service (or responsible person) will contact emergency Services, e.g. police on 000, as well as the Principal.</p>
LOCKOUT	<p>The Director of Service (or responsible person) will inform Educators that due to an internal and immediate danger, it is safer for children, Educators, and any other visitor to the Service to be excluded from buildings for their safety.</p> <p>Instructions may include evacuation or prevention of the community accessing the premises.</p> <p>The Director of Service (or responsible person) will contact emergency Services, e.g. police on 000, and the Principal.</p>
EVACUATION	<p>The Director of Service (or responsible person) will inform Educators that a decision has been made to have children, Educators and any other visitor to the Service leave the building in the interest of their safety.</p> <p>Predetermined evacuation procedures will apply unless explicit directions from the Director of Service (or responsible person) are given.</p> <p>The Director of Service (or responsible person) will contact emergency Services, e.g. Police or Fire Brigade on 000, and the Principal.</p>

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REFERENCES:

- ACECQA National Quality Framework Resource Kit (2012)
- Quality Area 2 – Children’s health and safety
- Education and Care Services National Regulations (2011) R 168, R 97
- Education and Care Services National Law Act (2010) S 167

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