

# Emergency & Evacuation

Hunters Hill Public School  
Out-Of-School-Hours Care



## POLICY STATEMENT:

*Our service* will provide an environment that ensures the safety and wellbeing of the children at all times (*"My Time, Our Place"* 1.1, 3.1). All children and educators will be aware of, and practised in emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately implemented. In implementing the practise sessions of emergency procedures with children, educators will encourage children to discuss possible scenarios where emergency procedures may be required and support children to come up with solutions and ideas for improving on the procedures or discussing ways to avert emergency situations (*"My Time, Our Place"* 4.2). Opportunities for older children to access and use the written emergency procedures to orientate new children prior to an emergency drill will be provided by educators on a regular basis prior to carrying out the emergency drill (*"My Time, Our Place"* 5.1 and 5.2)

## DESCRIPTION OF WORKPLACE:

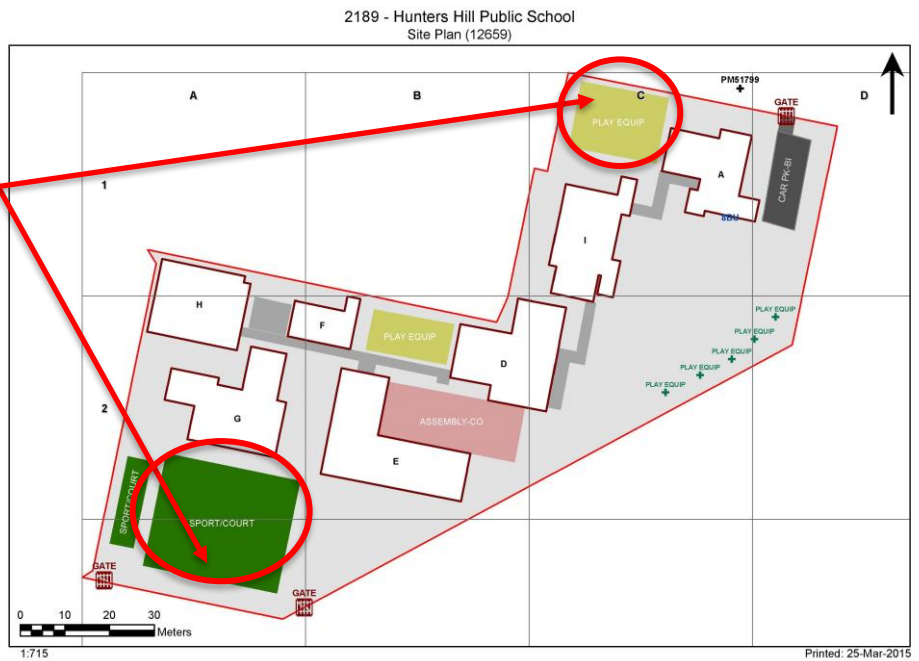
- Our centre is located in block G of a primary school single site, 17 Alexandra Street Hunters Hill NSW 2110 Ph: 9816 1903 Mob: 0424 474 064 .
- Staff 14, Our centre has two main rooms located in block G of HHPs. Our centre is accessible by accessible by car through 2 main gates, one on Stanley Road and Alexandra Street. There is a private hospital located next door.

## ROLES AND RESPONSIBILITIES

Name	Position	Contact phone numbers
Natasha Tringas	Director (First Aid Officer)	9816 1903 Mob:0424 232 480
Natalie Dimitrievska	Assistant Director (First Aid Officer)	9816 1903 Mob: 0414 346 096
Taylor Quinn	Educational Leader (First Aid Officer)	9816 1903 Mob: 0420 732 008

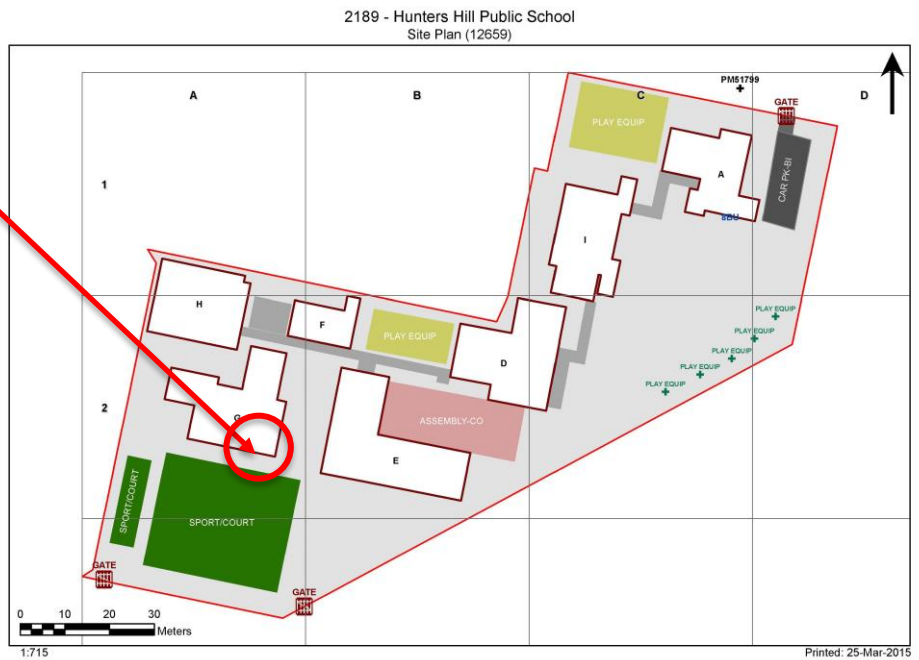
**IDENTIFIED EVACUATION ASSEMBLY AREAS AND EVACUATION ROUTES:**

- Assembly Area One – Eulbertie
- Assembly Area Two - Jacaranda Hideaway



**IDENTIFIED LOCKDOWN AREA:**

- Block G - Eulbertie



**LOCATION OF OFFSITE ASSEMBLY AREA:**

- Anglican Parish of Hunters Hill, Ambrose St, Hunters Hill
- Hunters Hill club and Tennis Club, Madeline St Hunters Hill
- Wandella Scouts Club, Durham St, Hunters Hill
- Hunters Hill HS, The Avenue, Hunters Hill

**STATERGIES FOR COMMUNICATING THE PLAN:**

- The Emergency Management Plan is communicated to a variety of audiences:
- To staff through the Professional Learning program

- To new staff at induction

In addition, the procedure for lock down and evacuation is posted in each room we that we utilise for HHOOSH.

#### ESSENTIAL SERVICES ON PREMISES:

Include a description of <b>isolation points</b> for utility supplied below. Also identify those isolation points on the attached site plan.	
Location of water main Also show on attached site plan	Alexandra Street Stanley Road
Location of gas main Also show on attached site plan	Alexandra Street Stanley Lane
Location of electricity main Also show on attached site plan	Admin Block, I Block, Hall, Canteen, A Block and D Block
Solar power main (where applicable)	I Block
Location of Hydrant Also show on attached site plan	Block H, F, G, E, D, I, A

#### TYPES OF INSTALLED COMMUNICATIONS SYSTEMS:

PA system located in the Eulbertie building next to the Director/Assistant Directors office space.

#### FREQUENCY OF EMERGENCY DRILLS:

Type of emergency response drill: -	How often:
Lockdown	Once every school term
Fire Drills	Once every school term.

#### EMERGENCY MANAGEMENT PLAN:

- A risk assessment will be conducted by educators and management annually to review and refine emergency procedures
- Emergency evacuation procedures and floor plans will be clearly displayed in a prominent position near the main entrance and exit of each room used by the service.
- All educators, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the service. Educators will make arrangements as to duties undertaken in the absence of other educators.
- Educators will discuss the emergency procedures with the children and the reasons for practising the drills prior to each emergency drill being undertaken. Following each drill, children should be reassured and their suggestions and comments

welcomed for how the drill might be improved to provide them with a sense of control and understanding of the process.

- Children and educators will practice the emergency procedure at least twice a term, in all types of care, before school, after school and at the beginning of vacation care.
- All emergency drills will be recorded with date, time and length of time it took to leave building. Additional comments on recommendations for improvements can also be included in the record.
- Drills will be conducted more regularly when there are new children.
- Families will be informed of the procedure and assembly points in the parent handbook.
- No child or educator is to go to their bags to collect personal items during an emergency evacuation. This would lead to confusion and delays.
- The service will maintain a fire blanket and smoke detectors and have them checked regularly as per the manufacturers instructions.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation.
- Educators will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety and they feel confident to operate the extinguisher and all the children have been evacuated from the room.
- *The Local Fire Authority should be contacted for advice and training on fire safety and this plan included in your procedures.*

*Example Plan - The evacuation plan will include:*

- ✓ *Routes of leaving the building suitable for all ages and abilities. These should be clearly mapped out.*
- ✓ *Plan of where the fire extinguishers are located displayed in a public place.*
- ✓ *A safe assembly point away from access of emergency services.*
- ✓ *An alternative assembly area in case the first one becomes unsafe.*
- ✓ *List of items to be collected and by whom.*
- ✓ *List of current emergency numbers.*
- ✓ *Educator's duties in the emergency.*

*Educators will be nominated to:*

- ✓ *Make the announcement to evacuate, identifying where and how.*
- ✓ *Collect children's attendance records and families contact numbers.*
- ✓ *Collect emergency services numbers.*

- ✓ *Make the phone call to 000 or other appropriate service, management and families as required.*
- ✓ *Collect the first aid kit.*
- ✓ *Check that the building and playground is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire.*
- ✓ *Supervise the children at the assembly area, and take a roll call of children. Educators should be aware of any visitors.*

*When the emergency service arrives, the Coordinator will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.*

*No one should re-enter the building until the officer in charge has said it is safe to do so.*

## HARASSMENT AND THREATS OF VIOLENCE

If a person/s known or unknown to the service harasses or makes threats to children or educators at the service, or on an excursion, educators will:

- Calmly and politely ask them to leave the service or the vicinity of the children.
- Be firm and clear and remember your primary duty is to the children in your care.
- If they refuse to leave, explain that it may be necessary to call the police to remove them.
- If they still do not leave, call the police.
- If the Coordinator is unable to make the call another educator should be directed to do so. Educators should liaise with team members in advance to determine a code phrase that will alert another team member to a threat situation arising and prompt them to contact police.
- Where possible, educators must endeavour to calmly move the children away from the person and this may be achieved quickly with the use of another code phrase that will encourage word of mouth transmission between children to move quickly from the area to another safer environment without causing them alarm (as an example, the reminder to a child that ice cream is being served today at a specified location for all children).
- No educator should attempt to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible and wait for the police.
- Educators should be aware of any unfamiliar person on the premises and find out what they want as quickly as possible and try to contain them outside the service.

## CONSIDERATIONS:

<b>Education and Care Services National Regulations</b>	<b>National Quality Standard</b>	<b>Other Service policies/documentation</b>	<b>Other</b>
r97	2.3	<ul style="list-style-type: none"> <li>- Parent Handbook</li> <li>- Staff Handbook</li> <li>- Providing a Child Safe</li> </ul>	<ul style="list-style-type: none"> <li>- My Time, Our Place Framework</li> <li>- Network OSHC</li> </ul>

		Environment Policy - Excursion Policy - Authorisations and Refusals Policy	<i>Code of Professional Standards.</i> - Work, Health and Safety Act (2011).
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ENDORSEMENT BY THE SERVICE:

**Approval date: 11/06/2019**

**Date for review: 11/06/2020**