



BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE INC

ADMINISTRATION & MANAGEMENT

Title: EMERGENCY & EVACUATIONS

Status: CURRENT

Date of Origin: Aug 2012

Policy No: P5

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POLICY STATEMENT

Brisbania Before & After School & Vacation Care Centre will provide an environment that provides for 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)

SCOPE

This policy applies to children, families, staff, approved provider, nominated supervisor, students, volunteers, visitors and management of the OSHC Service.

IMPLEMENTATION

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons, or damage to the OSHC Service's premises. Emergency situations may pose a risk to an individual's health and safety. It is important that services identify potential emergencies that maybe specific to their location and environment.

Severe heat waves, also pose an immediate risk to young children and require risk mitigation strategies to be implemented. [See: Policy 21 *Sun Protection and education*]

Circumstances under which an emergency evacuation will occur may include:

- Fire within the building or playground
- Fire in the surrounding area where the OSHC Service may be in danger
- Flood
- Cyclone, severe storm or dust storm or other natural weather event



- Dangerous animal, insect or reptile
- Terrorist threat
- Other circumstances may include:
 - a) gas explosion, traffic accident, or any event which could render the building unsafe (e.g.: earthquake)

PROCEDURE.

The approved provider, in conjunction with educators of the OSHC service, will conduct a comprehensive risk assessment in order to identify any risk/s or hazards associated with potential emergencies that may affect the safe evacuation of children from the OSHC Service.

The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance that may affect the safe evacuation of children. All risk assessments will be regularly assessed and evaluated as to facilities continuous improvement in our OSHC Service. If a risk concerning the safe evacuation of a child is identified during risk assessment, the approved provider must update the Emergency and Evacuation Policy and procedure as soon as possible. The risk assessment is to be stored safely and securely and kept for a period of 3 years.

The approved provider/ nominated supervisor/ management and educators will ensure that obligations under the *Education Care National Law and Regulations* are met.

The approved provider will review the risk assessment after becoming aware of any circumstance that may affect the safe evacuation of children from the OSHC service.

The Bureau of Meteorology (BOM) will be checked regularly to monitor emergency situations and warnings relevant to our Service location.

Emergency evacuation procedures and floor plan 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 centre. Educators will decide as to duties undertaken in the absence of other staff.

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. A copy of these records will be forwarded to Brisbania Public School.

Drills will be conducted more regularly when there are new children.

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 centre will maintain a fire blanket and smoke detectors and have them checked regularly as per the manufacturer's instructions. Smoke detectors will have batteries changed at the start of the financial year.

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.

Educators should be aware of bush fire danger and if relevant have appropriate training on the necessary procedures.

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.
- Staff duties in the emergency
- Educators will be nominated to:
 1. Make the announcement to evacuate, identifying where and how.
 2. Collect children's attendance records and parents' contact numbers.
 3. Collect emergency services numbers.
 - a. Take the mobile phone and make the phone call to 000 or other appropriate service, management and parents as required.
 - b. Collect the emergency backpack containing first aid kit, asthma puffer, EpiPen and bottled water.
 - c. Check that the building is empty and that all doors and windows are closed as far as possible, to reduce the spread of a fire.
 4. 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 Supervisor 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.

Following the emergency evacuation or an incident that poses risk to the health and safety of children attending the OSHC Service, an Emergency Evacuation Report and an Incident Injury, Trauma and Illness Record will be completed.

The approved provider will make a notification of a serious incident to a regulatory authority (within 24 hours) through the NQA IT System when emergency services have attended an education and care service following an incident that poses risk to the health and safety of children attending OSHC Service.

Ensure the regulatory authority is notified within 24 hours via the National Quality Agenda IT System (NQAITS) if the OSHC Service is required to close for a period of time as a result of a local emergency (Reg.175(2)(b))

The approved provider will notify the Department of Education (CCS) if the OSHC is required to



close for a period of time as a result of a local emergency (Reg.175(2)(b)).

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 centre, or on an excursion, Educators will:

- Calmly and politely ask them to leave the centre 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 don't leave, call the police.
- If the supervisor is unable to make the call another staff member 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 the 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.
- 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 centre.

Acknowledgements:

National regulation 97; Emergency and evacuation procedures
National Standard 2; 2.3.3. ("Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented".) My Time, Our Place 1.1, 3.1, 4.2, 5.1 & 5.2

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Review of Procedure

Referenced Standard: Australian Standard AS 3745-2010 planning for emergencies in facilities

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The above procedure has been reviewed and was found to comply fully with the requirements in Australian Standard 3745-2010.

Please contact me if you have any questions regarding the review of procedures.

Regards

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