

# Toolangi PRIMARY SCHOOL

## Outside of School Hours Care Emergency and Evacuation Policy

Main Rd. Toolangi TEL: 5962 9255

Email: [toolangi.ps@education.vic.gov.au](mailto:toolangi.ps@education.vic.gov.au) Website: <https://www.toolangi.ps@education.vic.gov.au>



<b>Policy Name</b>	Outside of School Hours Care Emergency and Evacuation Policy	<b>Approved</b>	February 24th 2022
<b>Responsibility</b>	Sally Herbert	<b>Review Date</b>	February 2023

### Aim

Toolangi Primary School Outside of School Hours Care (OSHC) is committed to the ongoing safety of all stakeholders at a Children's Service, including planning for and being prepared for emergency situations.

### POLICY

The Emergency and Evacuation Policy ensures the safety of all persons at Toolangi Primary School OSHC in the case of an emergency. Toolangi Primary School OSHC is required to comply with obligations under the *Education and Care Services National Law Act 2010* (National Law) and the *Education and Care Services National Regulations 2011* (National Regulations), as well as National Quality Standard 2: Health and Safety and Occupational Health and Safety Act 2004.

The following policy objectives will be achieved through implementation of the Toolangi Primary School OSHC Emergency Management Policy:

- Where possible, prevent emergencies, or minimise their impact
- Development, review, and maintenance of the service's Emergency Management Plan (EMP)
- Ensure that all staff are appropriately prepared to respond to emergencies and are aware of their obligations

### The Nominated Supervisor is responsible for:

The Nominated Supervisor will ensure that the Toolangi Primary School OSHC staff meet their obligations under the National Quality Standard, National Law and National Regulations at all times with regards to Emergency Preparedness.

This includes:

- The development, review, and implementation of the Toolangi Primary School OSHC Emergency Management Plan (EMP). The development and review should consider the school's own EMP but the OSHC EMP is required to be a separate plan used by the OSHC. The EMP is to be submitted to QARD via NQA ITS by 1 September annually
- Ensuring that in situations that the OSHC site is located at a site listed on the Bushfire At-Risk Register (BARR), or in an area identified to be at risk from grassfires, all requirements as outlined by the Department's Security and Emergency Management Division are met in the development of an Emergency Management Plan, and that any conditions imposed on the service approval by Quality Assessment and Regulation Division (QARD) are met
- Developing documentation that includes instructions regarding what must be done in the event of an emergency and evacuation, reflecting the unique environment of their service community

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- Ensure risk assessments are conducted to identify potential emergencies that are relevant to the service in accordance with Regulation 97 in the National Regulations
- Ensuring that the Toolangi Primary School OSHC Emergency Plan documents procedures including:
  - Lock down procedure (for example, in case of intruder)
  - Emergency Evacuation procedure
  - Incident and Investigation Protocol
  - Missing Child procedure
  - Fire or Bushfire
  - Flood
  - Anaphylactic Shock
  - Any other emergency as identified by the service's risk assessment
- Ensuring that the OSHC service has access to an operating telephone or other similar means of communication at all times when educating or caring for children, to enable immediate communication to and from parents and emergency services in accordance with Regulation 98 in the National Regulations.
- Ensuring that the service has an emergency evacuation plan that is understood, readily available and all Responsible People in Charge, Educators and Volunteers are familiar with enacting the plan should the need arise.
- Ensuring that Toolangi Primary School OSHC meets requirements required under the applicable State or National Law. This includes:
  - The Toolangi Primary School OSHC Emergency Management Plan will be practised, recorded and evaluated at a minimum of every three months (as per the National Regulations, Regulation 168), inclusive of the Nominated Supervisor and staff members, volunteers and children being educated and cared for by the service
  - The emergency evacuation exercise is documented and evaluated each time an evacuation takes place using the Evacuation Exercise Observers Checklist
  - Copies of the emergency and evacuation floor plan and instructions are displayed prominently near each entry/exit of the premises
  - In the case where the emergency evacuation area is outside the service's approved premises, written permission from the parents is required prior to conducting the mock evacuation and appropriate communication regarding the service practicing an emergency evacuation is provided to parents and guardians spontaneously or responds to a wide range of treatments.

### **Roles and Responsibilities**

Department/Role	Responsibility
Educators and Supervisors	Person with Management or Control, Educators, Supervisors, Nominated Supervisor/Educational Leader will oversee the implementation and service adherence to this policy All Educators are responsible for the daily implementation of the policy when directly supervising children.



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School Council / Principal	Provide official sign off on the Policy
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### Policy Review

The Policy will be reviewed every 12 months. The ongoing monitoring and compliance to this policy will be overseen by Nominated Supervisor, Toolangi Primary School OSHC and Person with Management or Control of the Service where practical. Feedback from Quality Assessment and Regulation Division (QARD), received through the assessment and rating process and/or compliance visits will inform this policy review. Feedback from stakeholders, e.g. parents, school community etc. will also inform policy updates and review.

### Legislation and Standards

- [Emergency Management Plan Guide](#)
- [Bushfire At-Risk Register](#)
- [Education and Care Services National Law Act](#) 2010
- [Education and Care Services National Regulations](#) 2011
- [National Quality Standards](#) (Quality Area 2: Children's Health and Safety)
- [Occupational Health and Safety Act 2004.](#)

### Supporting Documents

[Insert relevant supporting documents]

### Staff Acknowledgement

I acknowledge:

- receiving the Toolangi Primary School OSHC Emergency and Evacuation Policy;
- that I will comply with the policy; and
- that dependent on the seriousness of any breach there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your Name:	
Signed:	
Date:	
Toolangi Primary School OSHC sign off:	Date:

### Evaluation

This policy will be reviewed annually by the School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with Administration Staff, and School Council

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### Certification

This policy was ratified by the School Council on February 24th 2022

Signed.....  
**PRINCIPAL**

Signed.....  
**SCHOOL COUNCIL PRESIDENT**