

EMERGENCY AND EVACUATION POLICY

POLICY STATEMENT

The Kapunda OSHC Service considers the safety of our families, children and educators is paramount. Pivotal to our safety procedures is the management of emergency situations. If an emergency or natural disaster occurs at the service the children and staff will be well practiced in the procedures required to ensure the safety and well-being of everyone present, as far as possible. Our procedures are practiced and reviewed a minimum of once each school term and at least once during each vacation care period, when most children are present. Emergency drills will be recorded in the staff communication book after each practice.



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HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

Evacuation:

Emergency evacuation procedures including a floorplan will be clearly displayed near the main entrance and exit of each room used by the KOSHC service, and are to be followed in the event of fire, natural disaster or other emergency. In preparing these procedures, a risk assessment must be undertaken to identify the potential emergencies that are relevant to the service. There are clear instructions for what steps will be taken by the director, educators, staff and volunteers in case of emergency.

The evacuation plan will include:

1. A safe assembly area, with its own escape route, away from access areas for emergency services and the building: where relevant and practical, use the same assembly areas as the school
2. An alarm/siren or other method to give notice of emergency
3. Second assembly area in the event that the first assembly area becomes unsafe.
4. Unobstructed routes for leaving the building, and which are suitable to the ages and abilities of the children (special consideration will be given to the evacuation of children with disabilities)
5. An emergency pack to be collected by educators including an emergency blanket and first aid kit
6. A person nominated to collect the attendance roll and parents' emergency contact numbers, and at the assembly area, check the roll to ensure that all children, educators and other staff are present
7. A list of current emergency services contact numbers and a person nominated to phone the relevant emergency service
8. A person nominated to check that the building is empty and that all doors and windows are closed to contain the spread of fire
9. A person nominated to supervise the children at the assembly area. When the emergency services personnel arrive, the director will inform the officer in charge of the nature and location of the emergency, and of any missing children, educators or other staff.
 - No-one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.

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- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation. Educators will attempt to extinguish fires only when:
 - a fire is burning in the exit and is preventing the safe evacuation of the children and staff
 - the children have been evacuated from the room
 - the fire is small
 - there is no danger to the person operating the extinguisher and they are well trained and confident in its use.
- Services will have a fire blanket, ensure that appropriate and functioning smoke detectors are installed and that there is a residual current device fitted.

Lockdown:

- Emergency lockdown procedures will be clearly displayed near the main entrance and exit of each room used by the KOSHC service, and are to be followed in the event of risk to children and educators safety outdoors. In preparing these procedures, a risk assessment must be undertaken to identify the potential emergencies that are relevant to the service.
- There are clear instructions for what steps will be taken by the director, educators, staff and volunteers in case of emergency.
- The lockdown plan will include:
 1. A safe assembly area indoors, with its own escape route: where relevant and practical, use the same assembly areas as the school
 2. An alarm/siren or other method to give notice of emergency
 3. Second assembly area in the event that the first assembly area becomes unsafe.
 4. Unobstructed routes for leaving the building, and which are suitable to the ages and abilities of the children (special consideration will be given to the evacuation of children with disabilities)
 5. An emergency pack to be collected by educators including an emergency blanket and first aid kit
 6. A person nominated to collect the attendance roll and parents' emergency contact numbers, and at the assembly area, check the roll to ensure that all children, educators and other staff are present

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7. A list of current emergency services contact numbers and a person nominated to phone the relevant emergency service
 8. A person nominated to check that the toilets for children or educators
 9. A person nominated to supervise the children at the assembly area. When the emergency services personnel arrive, the director will inform the officer in charge of the nature and location of the emergency, and of any missing children, educators or other staff.
- No-one will leave the building until advised it is safe to do so by the officer in charge of the emergency service

Bush fires:

Site Closure on Forecast catastrophic fire danger rating days:

The policy for dealing with days of forecast catastrophic fire danger rating requires:

- Closure of R1 and R2 government schools and preschools on days of a forecast catastrophic fire danger rating within the fire ban district. Your fire ban district can be located on the Country Fire Service (CFS) website www.cfs.sa.gov.au
- Cancellation of all services operating from these sites when the site is closed
- Cancellation of all school bus services (including school taxi services) travelling through the affected fire ban district.

Kapunda Primary School is located in the "Mid North District" which has a "Low Moderate" rating and is therefore not an R1 or R2 school.

SCHOOL BUS BUSHFIRE PROCEDURES

Kapunda High School will oversee/coordinate school bus bushfire procedures. On days of forecast catastrophic fire danger rating for the Mid-North District

- Kapunda Primary and High Schools will remain open
- All school bus routes travelling to Kapunda's schools will be cancelled
- Parents/caregivers of students who travel on school buses will be contacted via an SMS message to their mobile phone or a direct call to their landline (where a mobile number has not been given to the school)
- This will generally occur the night before and will be coordinated by the Kapunda High School.
- Kapunda High School will additionally 'broadcast' using Facebook and the website www.kapundahs.sa.edu.au to remind families about bushfire procedures.

If a bushfire is reported in the area during the day:

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- Affected bus runs will not leave the schools until the roads are declared safe by emergency services authorities.
- Parents/caregivers will be notified and students will be supervised at school until buses can run, or until parents/caregivers are able to collect their children.

If during a bus run, the bus driver sights a bushfire and there is concern that it may affect the routes ahead, then the bus driver:

- Has the authority to abandon the run and return to school, or
- If safer to do so, drive to one of the pre-planned areas (or CFS safer places) and activate the emergency bus procedure.

To support student safety, parents/caregivers are requested to:

- Ensure that Kapunda High School is informed of any changes to phone numbers.
- Advise Kapunda High School of changes as to where your family is residing.
- Follow weather announcements through the media. Radio ABC is recommended.
- Ensure that your children attend the meetings and emergency bus procedures practices that will be called during the year.
- Ensure that children respect the outlined safety requirements when travelling by bus. **This includes the wearing of fitted seatbelts.**

Regulations	National Quality Standard	Other policies/Service documentation	Other legislation/Guidelines
168	2	Risk Assessment Policy	
97 & 98		Excursions Policy	OHS&W Act/Regulations
		Family and educators/staff handbooks	DECD Bushfires Strategy for 2011 - 12
		Approved Providers emergency procedures	

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