

POLICY GROUP 7 - Emergencies

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## Emergency Equipment & Facilities Policy 7.1

POLICY GROUP: EMERGENCIES	FORMULATED: 2018 COMPILED BY: STAFF, PARENTS & MANAGEMENT
TITLE: EMERGENCY EQUIPMENT & FACILITIES POLICY 7.1	REVIEWED: 2020 REVISED: 2020

Personal safety and security of children, staff and volunteers (all persons on the premises) are of prime importance whilst in attendance at the Service. The Service therefore takes a proactive approach to managing emergencies, developing emergency procedures and equipping staff and children with sound knowledge of them.

### **RELEVANT LAWS & OTHER PROVISIONS**

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011, Building Fire Safety Regulation 2008*
- *NQS Area: 2.3.1, 2.3.2, 2.3.3; 3.1.2; 7.1.1, 7.1.2; 7.3.5*
- *Policies: General Health and Safety, Space and Facilities Requirements, Workplace Health and Safety, Drills and Evacuations, Fire Safety Compliance.*

### **Procedures**

- The Workplace Health and Safety Officer will be responsible to ensure that:
  - \* there is an alarm bell or whistle for sounding warnings of an emergency, which is kept in good working order, and tested regularly;
  - \* the Service has appropriate fire extinguishers that are properly installed and maintained and that staff have basic training in the use of the fire blankets and fire extinguishers kept at the venue; and
  - \* the Service calls upon the advice of the Queensland Fire Service (or another appropriate Authority) to provide up-to-date information on the appropriate measures which are required to comply with this aspect of this Policy.

## Drills & Evacuation Policy 7.2

POLICY GROUP: EMERGENCIES	FORMULATED: 2018
	COMPILED BY: STAFF, PARENTS & MANAGEMENT
TITLE: DRILLS AND EVACUATION POLICY 7.2	REVIEWED: 2020
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The Service adopts a proactive approach to ensuring that staff and children are aware of, and understand, evacuation and other emergency procedures.

### **RELEVANT LAWS & OTHER PROVISIONS**

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011*
- *NQS Area: 2.3.1, 2.3.2, 2.3.3; 4.2.1; 7.1.1, 7.1.2; 7.2.3; 7.3.1, 7.3.2, 7.3.3, 7.3.5.*
- *Policies: Workplace Health and Safety, Emergency Equipment and Facilities, Fire Safety Compliance, Employee Orientation and Induction.*

### **Procedures**

- Emergency evacuation procedures will be clearly displayed near the entrance of the centre.
- Staff are to ensure that all exits are kept clear and unlocked to enable a quick departure.
- Emergency evacuation procedures and lock down procedures will be carried out at least once a term for Before and After School Care and at the beginning of each Vacation Care program.
- This drill will occur on different days of the week so that all staff and children become familiar with the procedures.
- Emergency telephone numbers will be clearly displayed within the Service.
- For these emergency situations, staff will have access to a telephone outside of the Centre.
- In a fire emergency, the staff member who first discovers the emergency will alert the Coordinator or responsible person on duty.
- The Coordinator, or responsible person on duty will take charge of the situation and delegate staff to: -
- Telephone the relevant emergency number;
- Check and evacuate all rooms including the toilets, storage rooms and near-by buildings on the premises;
- Collect an ipad with kiosk enhanced, wifi internet device and parent contact numbers;
- Close all doors and windows (only if able) to help to contain the fire (if relevant);
- Once at the designated assembly area, check the roll to make sure that all children and staff are accounted for.
- Attempts to extinguish fires will occur only when the room is evacuated, if the fire is very small and the person trained in using the extinguisher is in no immediate danger.
- No one will re-enter, nor be permitted to re-enter, a building in which there is or has been a fire, under any circumstances, until the emergency service advises that it is safe to do so.

### **In case of lockdown**

- educators must perform an immediate headcount. When satisfied that all children within their group are accounted for educators will lead children to the nearest building.
- Educators will again perform a headcount and children will be instructed to take cover either underneath desks. If in the hall children, children will sit down in the area not easily seen from glass doors.

## **WHOLE SCHOOL EVACUATION**

### **INSTRUCTIONS TO TEACHER/STAFF**

In the case of the need to evacuate the school site due to fire etc. the following procedures should be followed: -

1. Signal for this evacuation will be "Whole School Evacuation" announced over the PA System. This may be a stand-by instruction first to allow the situation to be assessed. If necessary, the whole school would be evacuated by bus to designated area
2. Teachers should accompany their own classes. Aides and specialist teachers should assist class teachers ensuring children with special needs eg physical disabilities are cared for. If possible children's names should be marked in the car park and as the children board the bus.
3. Children should take their school bags containing any personal belongings they are comfortably able to carry.
4. Teachers should ensure they have rolls and class lists (for sign out) and room keys. Lights and fans should be turned off and all windows and doors including withdrawal rooms should be locked.
5. B.S.M. or designated office staff should collect first aid kits, medication and register. Day sign-on book and visitor's list should also be collected. All computers should be shut down and rooms secured. A copy of student contact numbers should be taken by all staff with access to them along with any student sign out books.
6. Janitor/groundsman should check all toilets to ensure no children remain behind.
7. Any parents on campus at time of the evacuation should sign out their own children as usual if taking them from the care of the teacher.
8. If time allows, after buses are loaded, staff may move their cars to safer positions on instruction from admin or officer in charge of fire situations.
9. One member of Administration would co-ordinate arrival and settling of students at Community Centre. Other Admin Staff would secure school site checking all buildings are locked and all personnel are evacuated.
10. If time allows, the Janitor/Groundsman would put a notice on the front sign advertising that the school was being evacuated.
11. Arrangements for teachers to retrieve their cars, possessions etc after dismissal of children would be dependent on the all-clear being given by the authorised emergency services officer.

### **EVACUATION POLICY PHYSICALLY IMPAIRED**

During school evacuations, there may be children who will require physical assistance to move appropriately to assembly areas. To allow supervising teachers to concentrate on removing able-bodied students without compromising the safety of any children, teacher aides should report to teachers designated at the commencement of the school year to assist physically impaired children.

If evacuation procedures are necessary during breaks, supervising duty teachers should be aware of the need to assist these children if necessary.

## **LOCKDOWN PROCEDURE**

- From time to time it is necessary to practise our 'Lockdown Procedure' as part of our Emergency Procedure Policy. Between now and the practice (specific time will be advised), please take the time to give age-appropriate talks to your class to prepare them for the practice.
- Apart from the actual procedural steps (outlined on Emergency Procedure sheets displayed in your rooms and in staff handbook), you should explain the purpose of such a policy with the emphasis on keeping children safe.
- DO NOT ALARM CHILDREN WITH OVERLY VIVID DESCRIPTIONS OF POTENTIAL DANGER.
- Explain that sometimes staying in the classroom is safer than being evacuated.
- Confirm the meaning and significance of the LOCKDOWN' announcement over the P.A. system.
- Investigate a few different scenarios where some students may not be with their class when the LOCKDOWN' announcement is made.

### **Example:**

- On route to toilet
- going to music, PE, library
- collecting tuckshop
- delivering a message to another classroom participation in sport on the oval
- working in staffroom
- In the above circumstances children should report to the nearest room where there is staff supervision (see NB below).
- Support staff and AVT's should assist any children under their supervision to locate nearest safe room (see NB below).
- Once rolls are marked and children accounted for, this should be communicated to the following offices via the intercom system (one teacher to report each double-teaching area to minimise calls).

### **INTERCOM # OFFICE YEAR LEVELS / AREA**

233	Deputy Principal Years 1, 2
210	B.S.M. Years 3, 4
220	Administration Library, Music, STLD, Tuckshop, Cleaners, Janitor/Groundsman, PE, Swimming Pool, Uniform Shop, S.E.P, OSHC.
204	Deputy Principal Years 6
244	Deputy Principal Prep, Year 5

NB: If you receive children to your room from other classes, communicate this to office first and then to specific class teacher.

- D.P. to collect sign-on book to check off all staff present.

Emergency requiring immediate return to Classroom — 'LOCKDOWN'

THE FOLLOWING PROCEDURES ARE TO BE STRICTLY ADHERED TO. IN THE EVENT OF THESE PROCEDURES NOT MEETING AN EMERGENCY, IT IS EXPECTED THAT PERSONNEL WILL AT ALL TIMES, USE COMMON SENSE AND DUTY OF CARE IN RESPECT TO ANY NECESSARY AMENDMENTS.

ALARM Chimes followed by Lockdown'.

NOTE First priority is safety of all personnel

#### IN CLASS TIME Procedure:

- When the alarm sounds, teachers are to instruct children to sit on the floor behind their chairs.
- Teachers must lock the classroom doors from the inside, close the windows and aluminium louvers, turn lights off and remain in the classroom. Teachers are also to be seated on the floor in a position which offers maximum site supervision of the students. Rolls should be checked to ensure all are present. Absences should be reported to the office by intercom. Teachers should check preparation and withdrawal rooms.
- If the emergency warrants more drastic measures this will be conveyed over the loud speaker system or personally from an administrator.
- You will be notified when you can return to normal classroom routine.

#### DURING RECESS

##### Procedure:

- Children are to be educated to recognise the alarm and know that it signals their immediate return to their classrooms.
- Teachers are to proceed immediately to their classrooms and carry out the procedures as detailed in Class Time.
- Teachers on Playground Duty should supervise this return in as orderly a fashion as possible (children should walk briskly, not run).
- The duty teacher should be the last person to leave his/her area.
- Once in the classroom, rolls should be checked to verify that all children are present. Any absences should be reported immediately to the office by intercom.
- All other personnel should observe the above precautions at their workstations

## Harassment & Lockdown Policy 7.3

POLICY GROUP: EMERGENCIES	FORMULATED: 2018
	COMPILED BY: STAFF, PARENTS & MANAGEMENT
TITLE: HARASSMENT & LOCKDOWN POLICY 7.3	REVIEWED: 2020
	REVISED: 2020

The service seeks to protect children and staff from harassment by all persons.

### **RELEVANT LAWS & OTHER PROVISIONS**

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011*
- *NQS Area: 2.3.1, 2.3.2, 2.3.3; 4.2.1; 7.1.1, 7.1.2; 7.3.1, 7.3.2, 7.3.3, 7.3.5.*
- *Policies: Workplace Health and Safety, Emergency Equipment and Facilities, Drills and Evacuations, Fire Safety Compliance, Employee Orientation and Induction.*

### **Procedures**

- In the event of harassment or unauthorised persons refusing to leave the premises the Coordinator/Assistant Co-ordinator will initiate the following drill.
- The staff member or child being harassed, or closest observer of the child or staff member being harassed will give a prearranged signal, which is made known to all staff, to begin the drill
- The Coordinator/ Assistant Co-ordinator/ Responsible Person will sound the alarm
- The Coordinator/ Assistant Co-ordinator/ Responsible Person will immediately obtain and if possible record relevant information e.g. physical description, car registration etc.
- A staff member will witness and provide back up to the Coordinator/ Assistant Co-ordinator/ Responsible Person, but only if it does not place that person at risk of harm to themselves or children.
- A staff member will call the relevant emergency number
- A staff member will check and evacuate all rooms and near buildings that the Centre utilises.
- Staff will perform a head count of children in their care
- Staff will collect sign in ipads and parent contact numbers
- Staff will close and lock all windows and doors if appropriate to do so
- Once at the safe lockdown area staff will check roll and make sure all children are accounted for.

## Bomb Threat Policy 7.4

POLICY GROUP: EMERGENCIES	FORMULATED: 2018 COMPILED BY: STAFF, PARENTS & MANAGEMENT
TITLE: BOMB THREAT POLICY 7.4	REVIEWED: 2020 REVISED: 2020

The following procedures are to be strictly adhered to. In the event of these procedures not meeting a particular emergency, it is expected that personnel will at all times use commonsense and a duty of care in respect to any necessary amendments. In situations where a bomb threat call has been received, the recording of certain basic information about the caller can assist the police with their enquiries.

### **RELEVANT LAWS & OTHER PROVISIONS**

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work and Safety Act 2011*
- *NQS Areas: 2.1.2; 3.1.2*
- *Policies Preventative Health and Well-being, Protection of Children, Workplace Health and safety*

### **Procedures**

- Coordinator to ensure that the Service and all staff have appropriate and up to date information regarding bomb threat allegations
- Alarm will be a whistle that the Co-ordinator or O.H.S. Officer will be responsible for advising all occupants.
- The person answering the phone call should:
  - Record the time of the call
  - Write down what was said from the caller
  - Try to keep the caller talking as much as possible
  - If possible ask the questions on the checklist and record the answers
  - Note any background noises or anything peculiar that may assist the police
  - Refrain from replacing the receiver even though the caller may have done so.



## Bush Fire Policy 7.5

POLICY GROUP: EMERGENCIES	FORMULATED: 2018 COMPILED BY: STAFF, PARENTS & MANAGEMENT
TITLE: BUSH FIRE POLICY 7.5	REVIEWED: 2020 REVISED: 2020

At Ironside OSHC, the following procedures have been put in place and are enforced by the parent committee and the school principal.

### **RELEVANT LAWS & OTHER PROVISIONS**

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *National Construction code 2011 - Building Code of Australia, volume 1 (class 1 – 9 buildings)*
- *Fire and Rescue Service Act 1990, Building Fire Safety Regulation 2008*
- *NQS Area: 2.3.2; 7.1.1, 7.1.2; 7.3.2, 7.3.5.*
- *Policies: Workplace Health and Safety, Emergency Equipment and Facilities, Drills and Evacuations, Employee Orientation and Induction, Risk Management and Compliance.*

### **Procedures**

- The Coordinator/ Assistant Co-ordinator/ Responsible person will seek advice from S.E.S Fire Brigade and police prior to decision.
- Ring police and if they have not already been involved in the decision, advise that you are evacuating the premises.
- Notify the school
- Ring the local bus company
- Contact Community Centre
- Educators will perform a head count of all children in their care, and will check all toilets, storerooms and other areas to ensure that all children are accounted for
- Sign in ipads and wifi apparatus will be collected
- Parent contact list will be retrieved
- Buses will commute children to Community Centre
- Phone radio stations — announce that children have been evacuated to Community Centre.
- Parents to collect children from designated area immediately

## Emergency Closure Policy 7.6

POLICY GROUP: EMERGENCIES	FORMULATED: 2020 COMPILED BY: STAFF, PARENTS & MANAGEMENT
TITLE: EMERGENCY CLOSURE POLICY 7.6	REVIEWED: 2020 REVISED: 2020

The Service may be required to close in the event of an emergency as declared by local, state or federal government and/or their relevant departments.

### RELEVANT LAWS & OTHER PROVISIONS

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *NQS Area 7*

### PROCEDURES:

#### **Children and families**

If children are being cared for at the service, families will be contacted to collect their children.

If families are unable to collect their children, alternative arrangements should be made with emergency contacts'

Fees for unused sessions of care because of an emergency will be waived.

#### **Educators**

Once educators have made provisions for the children's safety and wellbeing during the declared emergency, they should attend to their own personal safety and wellbeing needs. They made can attend to their personal needs sooner if deemed practicable. This may mean leaving the service early to get home if their route home is going to be affected by the emergency.

Permanent employees shall be paid as per their usual working hours for periods of declared emergency for up to 2 days. Additional time may be taken from relevant leave accruals.

The Approved Provider will not be obligated to pay casual employees for unattended shifts during the declared emergency.