



## Wesley Out of School Hours Care policy

# Emergency Management and Evacuation

### 1. Purpose

Wesley Out of School Hours Care (WOOSH) aims to ensure the safety and wellbeing of all children, educators, families and any other visitors to the service at the time of an emergency or evacuation.

### 2. Scope

This policy applies to staff, educators, and clients of Wesley Out of School Hours

#### National Quality Standard

<b>QA2</b>	<b>2.2.2</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
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#### National Regulations (r)

<b>r97</b>	Emergency and evacuation procedures
<b>r98</b>	Telephone or other communication equipment

#### My Time, Our Place

<b>LO1</b>	Children feel safe, secure, and supported
<b>LO3</b>	Children become strong in their social and emotional wellbeing
<b>LO4</b>	Children use a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating
<b>LO5</b>	Children are effective communicators

### 3. Policy statement

Wesley Out of School Hours Care will provide an environment that ensures the safety and wellbeing of the children at all times. All children and educators will be aware of and practice 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. 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.



#### **4. Principles**

In the event that the service needs to be evacuated, Wesley Out of School Hours Care aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service.

- 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 casual 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 are 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 a minimum twice in BSC and twice in ASC by week 3 of each term and once each week in Vacation Care. Additional drills may be required to capture any new children or staff
- 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
- No child or educator is to go to their bags to collect personal items during an emergency evacuation. This would lead to confusion and delay
- The service will maintain a fire blanket and smoke detectors within our own centres and have them checked regularly as per the manufacturer's 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
- Educators should be aware of bush fire danger and if relevant have appropriate training on the necessary procedures

#### **5. Responsibility and policy owner**

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley Out of Hours School Care employees shall adhere to this policy.

#### **6. Consultation & Approval**

This policy has been developed in consultation with the Senior Coordinator, Wesley Out of School Hours Care, Area Coordinator/s, Wesley Out of School Hours Care, Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.