

EMERGENCY AND EVACUATION



This policy aims to:

Ensure that OSHC@IOE provides the safest environment possible for all participants. This includes ensuring all staff and participants are aware and confident in the procedures to follow in an emergency. Please note this policy may vary depending on the needs of the service and if the service name is stated on the Bushfire At-Risk Register (BARR) from the Department of Education (DoE)

Definitions:

Emergency: An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down or other type of emergency response.

Lock Down: A security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved.

Risk Assessment: A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.

Emergency Drill: A process to rehearse anticipated emergency scenarios or events, designed to help clarify roles and responsibilities, provide training and verify the adequacy of the emergency response.

Emergency Services: Includes ambulance, fire brigade, police and state emergency services.

OSHC@IOE will ensure that:

- All participant information is correct and emergency contacts are accurate.
- An emergency contact list is printed monthly and replaced in the emergency evac bag.
- All emergency drills are rehearsed on a bi-monthly basis. For example, a service lock down one month and an evacuation the following month.
- All drills are documented via Xplor and OSHC@IOE internal processes.
- In the event of a real-life evacuation, the Department of Education is notified as soon as practical but no later than 24 hours post incident.
- All staff and participants receive a debrief as a matter of priority in the event of an emergency incident.
- They liaise with the school and inform on any incidences or drills.

Procedures:

An emergency evacuation may have to occur due to the following:

- Fire
- Chemical spillage
- Bomb threat
- Flood

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- Building collapse
- Gas leak

In the event of an evacuation – to be followed alongside the current school procedure

- Three long and loud whistle blows will be heard in each space within the service.
- Staff are to immediately gather all the participants.
- Head check performed on XPLORE.
- Person in charge to collect mobile phone, sign-in tablet and emergency evacuation bag and check all spaces.
- All participants and staff to make their way to the evacuation point.
- Emergency services to be called.
- Interchange Outer East main office to be called, when deemed safe.
- Participants' families to be informed via XPLORE and then via phone.
- Department of Education to be informed within 24 hours.
- Debrief of participants and staff.

A lockdown may occur due to the following:

- A hostage situation.
- A person who appears to be a threat loitering the grounds.
- A person of threat in the community.
- Bad weather.
- Dangerous animals.
- Unidentified external disturbance.

In the event of service lockdown – to be followed alongside the current school procedure

- A staff member will calmly inform the nominated supervisor or person in day-to-day charge of the threat and need for a lockdown.
- The nominated supervisor will calmly make their way around the spaces informing staff and participants *'we are having a lockdown please make your way inside'* and collect emergency bag.
- All staff and participants to make their way to the designated safe place.
- Nominated supervisor to check all doors and windows are locked.
- Head check performed on Xplor.
- Emergency services to be called.
- When safe to do so, Interchange Outer East main office to be called.
- When safe to do so, participants families to be informed via XPLORE and then via phone.
- Lockdown will end when Emergency Services deem it to be safe of the PIDTDC deems safe.
- Department of Education to be informed.
- Debrief for participants and staff.

When calling emergency services:

Speak slowly and clearly.

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State the type of threat. Give the following information:

- **School name:** Eastern Ranges School. Please be aware that the students may need extra assistance, as this is a specialist school for students on the autism spectrum.
- **School address:** 56 Dorset Rd, Ferntree Gully VIC 3156. OSHC@IOE is accessible via the second set of gates off Alma Ave coming from Dorset Road.
- **Informant's location:** Describe where the informant/threat is located. Any other relevant information, such as descriptions, specific threats, etc.
- **State the actual location of the threat**
- **Give details of any injuries**
- **Do not hang up until address is confirmed or you are told to do so**

References:

Education and Care Services National Regulations 2011: 168, 97

National Quality Standards: 2.2.2