



South Turrumurra Out of School Hours Care

Turrumurra Public School Kissing Point Rd
Turrumurra 2074 NSW (02) 9144 4769



Emergency and Evacuation

Policy

Turrumurra OOSH provides an environment that always ensures the safety and wellbeing of the children (“My Time, Our Place” 1.1, 3.1). All children and staff will be aware of and practiced in emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence the procedures outlined below will be implemented. When rehearsing emergency procedures with children, staff will encourage children to discuss possible scenarios where emergency procedures may be required and will support children to come up with solutions and ideas for improving on the procedures or discussing ways to avert emergency situations (“My Time, Our Place” 4.2). Opportunities for older children to access and use the written emergency procedures to orient new children, prior to an emergency drill will be provided by staff on a regular basis prior to carrying out the emergency drill (“My Time, Our Place” 5.1, 5.2).

Legislative Requirements & Related Policies

My Time, Our Place

Education and Care Services National Regulation 2011 (97)

National Quality Framework: Quality area 2.3

Work Health and Safety Act 2011

Turrumurra Public School Emergency Procedures

Child Safe Environment Policy

Fire and Rescue NSW

Rural Fire Service NSW

Google Maps

Created by Amy Kitto 17/07/20

Reviewed by Scott Everard & Warwick Payne 29/07/21



South Turrumurra Out of School Hours Care

Turrumurra Public School Kissing Point Rd
Turrumurra 2074 NSW (02) 9144 4769



Procedure

- Fire extinguishers, fire blankets and smoke alarms are installed and maintained by the school on a regular basis.
- All fire alarms are battery operated and alarms will be updated with fresh batteries on April 1 every year, in line with Department of Fire and Emergency service suggestions.
- The school organises and documents a professional fire safety check of all equipment, annually. This includes fire extinguishers, blankets and alarms.
- Basic fire safety training may be carried out by staff and noted in the training record if deemed necessary by management.
- Staff will only attempt to extinguish fires if the fire is small, if there is not threat to their personal safety and if they feel confident in operating the extinguisher. Another educator should evacuate the children from the area. For all unmanageable fires, we will follow our emergency evacuation procedure.
- Emergency evacuation and lockdown procedures will be displayed at all exits including the main OOSH door and all other doors leading to the verandah (kitchen included).
- A floor plan showing evacuation routes and location of all fire extinguishers and fire blankets will also be displayed on exit doors. These procedures will be consistent with the school's emergency procedures as much as is practical.
- The school's emergency evacuation plan will also be displayed on all exit doors. These plans are to be followed when onsite during school hours if the school sounds the emergency signal (beeps or whoops over the PA).
- An emergency procedure drill will be practiced at the Centre at least once a term.
- All emergency drills will be recorded with date, time, duration, number of staff, children and other persons involved and will include notes for improvements. Drill records will be filed in our WHS folder.
- All staff will be informed about emergency procedures during their induction to the service. All staff will read and sign the 'Emergency and Evacuation', as part of their orientation.

Fire Evacuation Procedure

1. When fire is detected, sound emergency signal - **3 whistles**. Whistles can be found in the emergency/first aid cupboard in the first room and in the Shepherd's Bag. Spare whistles and batteries are kept in the office stationery cupboard.
2. Staff will guide children to immediately cease all activities and make their way to the evacuation points.
3. All children in the OOSH rooms and the Top COLA are to gather under the Top COLA next to the OOSH verandah and wait for instructions from staff as to where the safe evacuation point will be. All children on the oval and under the bottom cola are to gather in the center of the oval and wait quietly for instructions from staff as to where the safe evacuation point will be. The designated evacuation points are as follows:
 - i. The Middle of the Oval (primary, default location)
 - ii. The Top COLA (if fire threatens the oval)

Created by Amy Kitto 17/07/20

Reviewed by Scott Everard & Warwick Payne 29/07/21



South Turrumurra Out of School Hours Care

Turrumurra Public School Kissing Point Rd
Turrumurra 2074 NSW (02) 9144 4769



- iii. Hamilton Park (offsite location if needed – gather at Top COLA prior to departure)
4. The Coordinator or Responsible Person in Charge will determine which evacuation point is the safest for children and staff depending on the state and location of the emergency. If evacuating the school, follow the offsite evacuation procedure.
5. Staff are to complete the following:
 - Check toilets and all play areas for children.
 - Put appropriate evacuation sign on OOSH door for parents.
 - Notify onsite teachers of emergency and collect any additional children from extra-curricular activities.
6. Coordinator/Deputy Coordinator are to complete the following:
 - Using Radios and Megaphone, inform everyone of the evacuation point in use.
 - Call emergency services and notify School.
 - Collect the following:
 - Staff Tablet
 - Mobile Phone
 - Red Emergency First Aid bag
 - MSDS Folder
7. Complete Roll Call and ensure all children and staff are accounted for.
8. Notify parents.
9. Staff and children are not to resume normal operations until emergency services inform it is safe to do so.

Offsite Evacuation Procedure

1. When fire is detected, sound emergency signal - **3 whistles**. Whistles can be found in the emergency/first aid cupboard in the first room and in the Shepherd's Bag. Spare whistles and batteries are kept in the office stationery cupboard.
2. Staff will guide children to immediately cease all activities and make their way to the evacuation points.
3. All children will be guided to gather under the Top COLA next to the OOSH verandah and wait quietly for instructions from staff. Staff are to instruct children to sit under Top COLA and wait for roll call.
4. Staff are to complete the following:
 - Check toilets and all play areas for children.
 - Put appropriate evacuation sign on OOSH door for parents.
 - Notify onsite teachers of emergency and collect any outstanding children from extra-curricular activities.
5. Coordinator/Deputy Coordinator are to complete the following:
 - If reporting a Bush Fire, call "000". If evacuating due to existing fire designate a staff member to monitor recommendations of RFS NSW (see above).



South Turrumurra Out of School Hours Care

Turrumurra Public School Kissing Point Rd
Turrumurra 2074 NSW (02) 9144 4769



- Deputy (or staff in the 1st room) is to collect the following:
 - Staff sign in tablet
 - Mobile phone
 - Red First Aid bag
 - MSDS folder
 - Megaphone
- 6. Complete Roll Call and ensure all children and staff are accounted for.
- 7. Staff will organise children and prepare to walk to Hamilton Park, following Coordinator/RP in charge.
- 8. Moving as a group, follow the evacuating map to Hamilton Park. Staff will spread evenly amongst children to ensure safety while moving near and crossing roads.
- 9. Notify Parents not to enter school grounds and to collect their children from Hamilton Park.
- 10. Once at Hamilton Park, find a safe and comfortable area to group children and await instruction from emergency services.

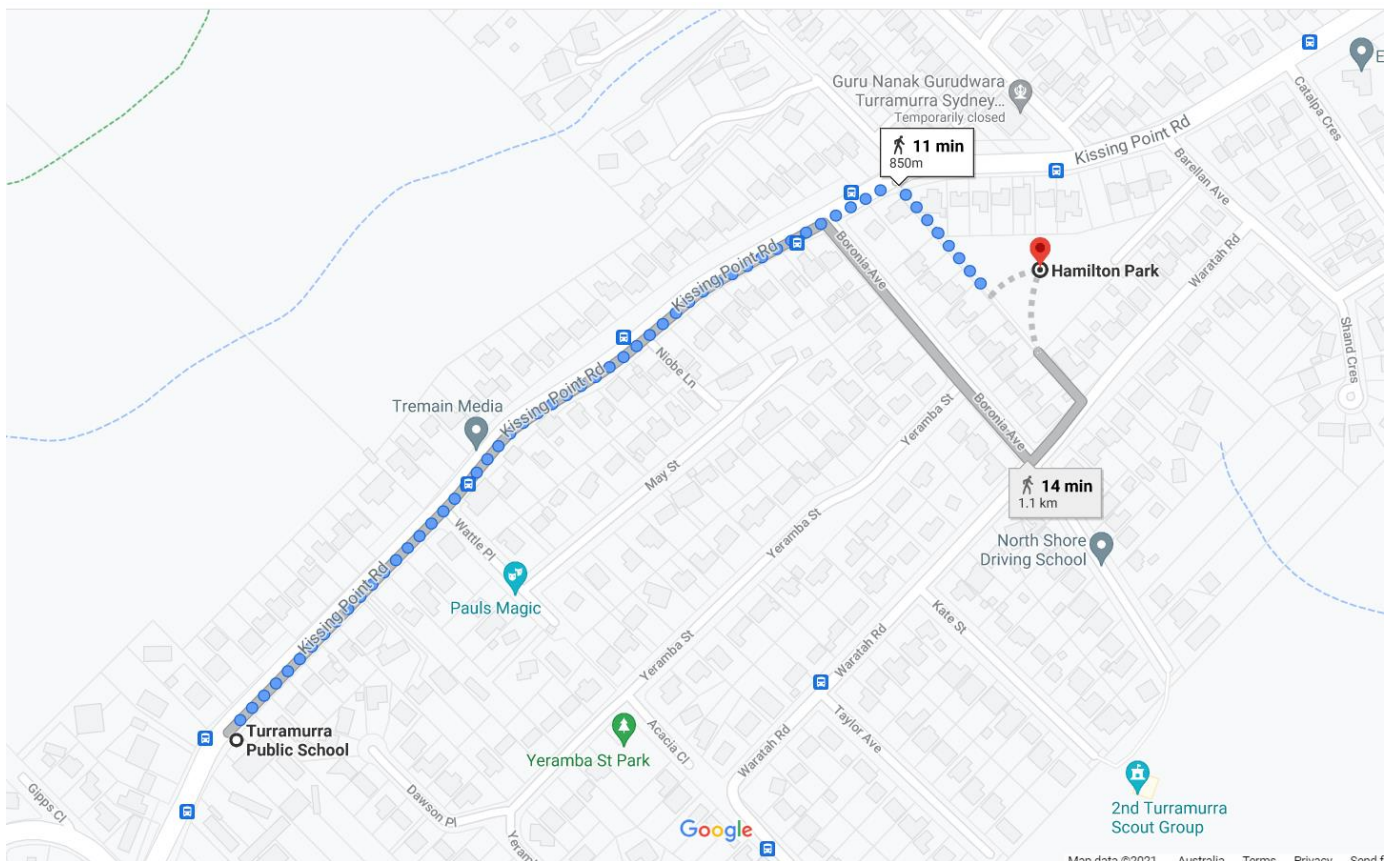


Figure 1 - Route from Turrumurra Public School to Hamilton Park



South Turrumurra Out of School Hours Care

Turrumurra Public School Kissing Point Rd
Turrumurra 2074 NSW (02) 9144 4769



Bush Fire Evacuations

When reporting a bush fire, call “000”.

For information on fires (as advised on rfs.nsw.gov.au)

- Check “Fires Near Me” webpage or android app
- Listen to local media
- Check “NSW RFS” on Facebook and Twitter
- Bush Fire Information Line – 1800 679 737

Lockdown Procedure

1. In the case of an immediate threat on the school property or the surrounding area (see child safe environment policy), sound the lockdown signal – **Megaphone Siren**. The Megaphone is found in the emergency/first aid cupboard.
2. Staff will guide children to immediately cease all activities and make their way to the OOSH rooms. If it is not safe to make way to the OOSH rooms, children will be guided to the Hall.
3. Staff are to complete the following:
 - a. Direct all children indoors to the main OOSH rooms as quickly and quietly as possible.
 - b. Check toilets and all play areas for children.
 - c. Notify onsite teachers of emergency and collect any additional children from extra-curricular activities.
 - d. Organise children into year groups, then sit them on the floor and keep them calm and quiet.
 - e. Once all children and staff are inside, lock all doors and windows, close all blinds and switch off all lights and electronics.
4. Coordinator/RP in Charge are to complete the following:
 - a. Complete roll call to ensure all children and staff are inside and safe.
 - b. Call emergency services and notify School.
5. All windows and doors are to be locked and the blinds shut for the duration of the lockdown.
6. Notify Parents not to enter school grounds.
7. Children are to be kept calm and occupied until authorities advise the danger has passed.