



School No: 2068 Established 1878

6.2 Emergency Procedures



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC adopts a proactive approach to ensuring that staff and children are aware of, and understand, emergency procedures.

Procedures

- Emergency procedures will be clearly displayed near the entrance of each room at Cranbourne Primary School OSHC
- Staff are to ensure that all exits are kept clear and unlocked to enable a quick departure.
- Emergency telephone numbers will be clearly displayed within Cranbourne Primary OSHC
- For these emergency situations, staff will have access to a telephone inside and outside of the room
- In an emergency situation, the staff member who first discovers the emergency will sound the alarm bell
- The Coordinator, or in her / his absence the Supervisor 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 nearby buildings on the premises
 - Collect sign-in sheets, student contact details, first aid kit, student medications, staff list, mobile phone and copy of emergency evacuation plan
 - 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, unless and until the emergency service advises that it is safe to do so.
- Lockdown procedures are likely to be undertaken in the event of external danger eg. Bushfire, siege, hostile/armed people.
- Lockdown procedures will follow emergency evacuation procedures, substituting evacuation and designated assembly area, to returning to and securing OSHC rooms.
- Emergency drills will be carried out at least twice per year. This drill will occur on different days of the week so that all staff and children are familiar with the procedures.
- Following these drills the Co-ordinator will review and make any necessary adjustments to improve the procedures, in the event of a real emergency evacuation.

- A record showing that the above prevention measures have been implemented will be kept stating the date, time, any comments and signed by the Coordinator

Relevant Law and Regulations

National Regulations 97-99 Quality Area 2, Element 2.3.3

Relevant Policies

Harassment

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025