

1. PURPOSE

The purpose of these procedures is to detail the steps that are required to be taken in the event of an emergency evacuation at St Andrew’s Outside School Hours Care (OSHC).

2. REFERENCES

Emergency Policy

3. EVACUATION PROCEDURES

If you become aware of an emergency situation that requires a full evacuation from the building (such as a fire, gas leak or flood):

3.1 Educators

- Organise an orderly departure of all children through the nearest EXIT door
- Lead children along the route shown in the Emergency Evacuation Plan to the Evacuation Assembly Area on the Junior Oval
- If the Junior Oval is in darkness, continue to the top car park where there should be sufficient lighting
- Advise children to “walk quickly but not run”
- Remain in the Evacuation Assembly Area until advised to return to rooms

3.2 Senior Educator

- Call the emergency services on 000 and calmly advise them of the location and nature of the emergency situation
- Contact Reception on 509 to raise the fire alarm
- Collect a mobile phone, yellow fire warden hat and roll call
- Check that all rooms in the OSHC area are unoccupied
- Close and lock all doors behind you as you leave
- Follow behind all children to the Evacuation Assembly Area
- Once at the Evacuation Assembly area - conduct a roll call
- Contact the Centre Director and advise situation
- Maintain control of the situation until the Centre Director arrives

3.3 Centre Director

- Take control of the situation until the Emergency Services arrive
- Give the direction to return to the building once advised by the emergency services that it is safe to do so
- Once back at the OSHC area – organise another roll call.