



## Emergency Evacuation Policy

Cobbler Creek OSHC and Vacation Care regularly practice Emergency Fire Evacuations and Lock Down drills every three months. Practicing the emergency drills allows Educators and children to form a routine so that in case of a real emergency, the evacuation can be carried out automatically, efficiently and calmly as possible.

The Emergency evacuation procedures are clearly displayed near the main entrance and exit used by Cobbler Creek OSHC and are to be followed in the event of fire, natural disaster or other emergencies. This includes *Statement of Emergency Evacuation – OSHC*, *Evacuation Map* with the route to the assembly area from that room, and *Emergency Phone Numbers*.

Note: Cobbler Creek OSHC procedures have been developed in accordance with the Golden Grove Primary School procedures.

### Statement of Emergency Evacuation – OSHC

#### Signal

Siren will activate and Voice Activation will commence to tell all of the emergency.

Leader to say “EMERGENCY!! PLEASE LINE UP AT THE DOOR AND WE ARE GOING TO MOVE TO THE HARDCOURT AREA.”

REPEAT the order until ALL children have lined up and are ready to leave the area with the Leader.

#### Assembly Area

First preference is Hard Court area. If this is not accessible then go to the front of the Golden Grove School grass area.

#### Responsibilities

1. All the educators are to line up the children in their area and then evacuate from their area via a safe exit and check all possible hiding spots (in their area).
2. Director/Assistant Director to collect the roll, daily medication and folder, staff sign in sheet, Emergency list, mobile phone and a spare walkie talkie.

#### Assembly Area

Hardcourt Court area. If this is not accessible then go to front of the Golden Grove School grass area.

### Games Room

Ensure ALL children are lined up and proceed to the meeting point, walking in 2 lines, calmly.

### Playground/Outside Areas

Ensure ALL children are lined up and proceed to the meeting point, walking in 1 line calmly.

Take the first aid bag

### Activity

Ensure ALL children are lined up and proceed to the meeting point, walking in 1 line calmly.

### Kitchen

The Educator must check all toilets (including staff toilet) and make sure they are clear, then proceed to assist the Director/Assistant Director.

### Transportable Leader

Ensure ALL children are lined up and proceed to the meeting point walking in one line calmly.

### Movie Room

Ensure ALL children are lined up and proceed to the meeting point walking in one line calmly.

Director/Assistant Director will commence roll call once children and Educators have arrived

**ONCE ALL YOUR DUTIES HAVE BEEN PERFORMED, MEDICAL ASSISTANCE IS GIVEN TO ANY INJURED CHILDREN OR STAFF**

**ONCE ALL CHILDREN/STAFF HAVE BEEN ACCOUNTED FOR, WAIT FOR INSTRUCTIONS FROM THE DIRECTOR/ASSISTANT DIRECTOR**

<b>National Regulations</b>	
Regulation 97	Emergency and evacuation procedures
<b>National Quality Framework</b>	
Quality Area 2	Children's health and safety
Quality Area 6	Collaborative partnerships with families and communities

*Effective from December 2020*

*Review Date: December 2023*