



## Outside School Care NT

### OSC-NT.13 – Emergency Drills and Evacuation Policy

<b>Policy Description:</b>	This policy statement outlines the guidelines that should be followed in order to ensure the the correct procedures are followed and regular drills are undertaken to practice Emergency Evacuations and Lockdown Drills.
<b>Key Points</b>	Emergency Procedures for each of the OSC NT sites should cover the following emergencies: <ul style="list-style-type: none"><li>- <b>Fire within the school building</b> or grounds</li><li>- <b>Bush fire</b> in local vicinity threatening school building or grounds</li><li>- <b>Cyclone or severe storm</b> warnings</li><li>- <b>Lockdown</b></li><li>- Other local emergencies (widespread power outages)</li></ul>
<b>1.0 Preparation</b>	<p>Outside School Care NT school sites are based in Darwin and Palmerston schools – some sites of which are close to fire prone bush land. All sites potentially face the threat of serious or cyclonic storms – given the Darwin and Palmerston geographical area.</p> <p>It is likely that there will be some forewarning of a potential storm or flood event.</p> <p>Less likely to have forewarnings are bush or building fires.</p> <p>If there is a local forewarning of a storm or local emergency event, OSC NT Management will inform staff and families:</p> <ol style="list-style-type: none"><li>1. To collect children from a service in operation as soon as possible</li></ol> <p>To advise the closure or non operation of a OSC NT site</p> <p>Given the <b>importance of communication</b> in an emergency – each site director must ensure that both a landline and mobile phone is charged and working.</p> <ol style="list-style-type: none"><li>1. The Site Director is responsible for ensuring that the OSC NT site mobile phone is <u>charged at all times and ready for use</u> (as per the Telephone and communication equipment policy)</li></ol> <p>Staff may have available their personal mobile phones – but these should only be used in priority or emergency situations.</p> <p>All staff and children must be aware of the emergency muster points and the procedures that will be employed in an emergency.</p> <ol style="list-style-type: none"><li>1. The Site Director is responsible for ensuring that Emergency drills are practised and documented at least every three (3) months</li><li>2. All new staff and children must be provided with an orientation which includes a review of emergency drills and procedures</li></ol> <p>A copy of the site emergency evacuation plan is printed and displayed in a prominent position in the service</p> <p>Each site will furnish and keep available at all times an emergency bag which will contain the following items:</p> <ul style="list-style-type: none"><li>- Printed roll of all children attending service on the day and listing the contact details of their parent/guardians</li><li>- Contact phone numbers for OSC NT Management and emergency services</li><li>- A whistle</li><li>- First aid kit</li><li>- Medical plans</li><li>- List of children with medical problems /allergies</li></ul>

<p><b>2.0 Building or Bush Fire</b></p>	<p>In the event of a <b>BUILDING FIRE</b>:</p> <ol style="list-style-type: none"> <li>1. The emergency evacuation procedures should be followed</li> <li>2. The buildings should be exited and <b>not</b> returned to until it has been confirmed to do so.</li> </ol> <p>In the event of a <b>BUSH FIRE</b>:</p> <ol style="list-style-type: none"> <li>1. If not already notified or in the vicinity, emergency services should be contacted</li> <li>2. If is safe to do so, children should be kept inside and all windows, doors closed</li> <li>3. If it is not safe to remain on the premises, children and staff should make their way to an agreed off-site muster point</li> <li>4. Staff members should inform OSC-NT Management of the bush fire situation</li> </ol> <p>In both scenarios, OSC NT management will contact parent/guardians by phone or SMS and advise that the service has been suspended and that their children should be collected as soon as possible</p> <p>-</p>
<p><b>3.0 Cyclone Watch</b></p>	<p>Upon a <b>CYCLONE WATCH</b>:</p> <p>If a session is in progress, the procedures will be followed as per a severe storm.</p> <p>Staff will also ensure they are familiar with the OSC-NT Cyclone procedure and have access to:</p> <ul style="list-style-type: none"> <li>- A portable radio and torches and that the</li> <li>- First Aid kit is fully stocked and ensure all</li> <li>- Parent/Guardian details have been printed and are stored in an easily accessible location</li> </ul> <p>If a <b>CYCLONE WATCH</b> is issued prior to session commencing a management decision will be taken as to whether the services will <b>OPEN</b> or <b>REMAIN CLOSED</b>.</p> <p>Upon a <b>CYCLONE WARNING</b> and if a decision has been made to keep a service <b>OPEN</b> during a <b>CYCLONE WATCH</b>:</p> <ul style="list-style-type: none"> <li>- The <b>service will be immediately suspended</b> and staff should make arrangements for children to be collected from the service as soon as possible.</li> <li>- In addition to procedures enacted during a severe storm</li> <li>- Staff should also: <ul style="list-style-type: none"> <li>o Ensure that a portable radio is set up and tuned to the local emergency transmission frequency</li> <li>o Switch off all electrical equipment</li> <li>o Switch off water, power and gas – where applicable</li> </ul> </li> <li>- OSC NT Management will contact all parents via SMS, Email and phone to ensure that children currently in care are to be collected as soon as possible.</li> <li>- The Director will release staff from their duties as soon as child to staff ratios have reduced.</li> <li>- Priority of release of staff will be as follows: <ul style="list-style-type: none"> <li>o Those with children in care</li> <li>o Those with long travel distances home</li> <li>o Those with other dependents</li> </ul> </li> </ul> <p>In the event of <b>FLOOD</b> or <b>OTHER LOCAL EMERGENCY</b> – OSC NT Management will review local emergency service / government announcements and make a decision to close services.</p> <p>When a site is closed communication with parents will be effected by phone, SMS and email (in that order of priority) in order to ensure all children are collected as soon as possible.</p>

# EMERGENCY KIT CHECKLIST



## Where can I get more information?

**Northern Territory Emergency Service**  
 For emergency help in a cyclone, flood or severe storm call:



Northern Territory Government

**132 500**

**Email:** ntes@nt.gov.au  
**Internet:** www.emergency.nt.gov.au  
 www.securent.nt.gov.au  
**Postal:** PO Box 39764  
 Winnellie NT 0821

facebook.com/secureNT twitter.com/secureterritory

In the event of an unexpected severe storm or weather event:

Staff should ensure that:

- children are brought inside
- Outdoor equipment is brought inside or secured outside
- Windows, doors and blinds shut

Electrical equipment turned off and unplugged

### 4.0 Emergency Evacuation and Lockdown Procedures and Floor Plans

The Responsible person in charge of each site must ensure that Emergency Evacuation and Lockdown Procedures set out include

- **instructions** for what must be done in the event of an emergency
- **address and contact numbers** of service and other relevant emergency contacts must be included
- an **emergency and evacuation floor plan**.
- For the purposes of preparing the emergency and evacuation procedures, the approved provider of an education and care service must ensure that a **risk assessment** is conducted to identify potential emergencies that are relevant to the service.

These procedures, school floor plan and instructions for the specific site **MUST** be displayed in a prominent position near each designated exit at the service premises.

### 5.0 Emergency Drills Exercised and Documented

The emergency and evacuation procedures **MUST** be

- rehearsed every **Three Months (3)** alternating between **Evacuation and Lockdown drills** by the staff members, volunteers and children present at the service on the day of the rehearsal
- the rehearsals of the emergency and evacuation procedures are documented.

<p><b>6.0 Emergency Telephone</b></p>	<p>The approved provider will ensure that, the Responsible Person in Charge and staff members of the service have ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents and emergency services.</p> <p>Example. Fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment.</p>
<p>Related Policy and Procedures, Forms or Checklists:</p>	<p>Emergency Evacuation and Lockdown Procedures  Emergency Floor plan and Muster Points  Telephone and Communication Policy  Sign in Sign Out documents</p>
<p>Sources/References:</p>	<ol style="list-style-type: none"> <li>1. Education and Care Services National Amendment Regulations 2017. Regulations 97-98, 168(2)(e)</li> <li>2. National Quality Framework February 2018. Standard 2.3, 2.3.3</li> <li>3. <a href="http://www.emergency.nt.gov.au">www.emergency.nt.gov.au</a></li> </ol>
<p>Version Control/Updates:</p>	<p>Version: 2.0 June 2015</p> <p>To be reviewed and updated by: June 2016</p> <p>Version: 3.0 June 2016</p> <p>To be reviewed and updated by: June 2017</p> <p>Version 4.0 Sept 2017</p> <p>to be reviewed and updated by September 2018</p>

