



St Raphael's School OSHC

2024

Emergency and Evacuation Policy and Procedure



Policy Statement

St Raphael's School OSHC has an Evacuation Policy, which describes action to be taken when there is an emergency within the school, such as a fire, earthquake, flood or other event that requires the evacuation of students to a safe assembly area.

It provides a set of procedures to be followed to ensure that students, staff and visitors are evacuated in a safe but orderly manner. These procedures may need to be adapted using common sense depending on the nature and location of the emergency.

St Raphael's OSHC also has a Lock In Policy, as there are a number of circumstances when it may become necessary, for the safety of our school community, to remain indoors, or if outdoors, to return indoors quickly, such as a gas leak outside, an intruder in the schools grounds or simply because the school has received instructions from the South Australian police. (SAPOL).

A "practice drill" will be held 4 times a year, varying from an announced drill to an unannounced drill, from an evacuation procedure to a lock in procedure.

The signal for an evacuation is the siren played on the OSHC megaphone and for a lock in, 3 short whistles. The Emergency Warden will also use the megaphone, walkie talkies or mobile phone to direct staff, students and visitors to the safety point.

It is essential that staff and students are familiar with each of these emergency procedures.

Staff Checklist - Evacuation Procedures:

- In the event of an evacuation you will hear the a siren played on the OSHC megaphone.
- Gather all children and staff, take the sign in ipad, check toilets and courtyard for children and evacuate to the Oval immediately.
- Once on the oval get children to sit in 1 group and check the roll so all children are accounted for.
- Report to Emergency Warden and tell them whether you have all children present.
- Emergency Warden to allocate staff to look for any missing children.
- Emergency Warden to call 000 and principal.
- Do not leave the Assembly area until Emergency Warden gives you the "all clear."
- Debrief with staff and students and check all ok.
- Notifiy parents.

Staff Checklist - Lock In Procedures:

- In the event of a lock in you will hear 3 short whistles. (Made by whistle).
- If you are in the OSHC room, take the sign in ipad and gather children on the stage nearest to the courtyard.
- Check courtyard and toilets for any other children.
- Lock all doors.
- If you are outside, take the children to the nearest classroom or office.
- If you are in another room, remain there.
- Stay inside, lock door, pull down blinds and switch off the lights.
- Hide under a desk away from windows.
- Communicate your location and names of children present to the Emergency Warden via the phone or mobile phone.
- Keep calm and create a quiet environment explaining to the students that they are in a "safe zone".
- Emergency Warden to call 000 and principal.
- Wait for the "all clear" signal from the Emergency Warden.
- Do not leave the room until the "all clear" has been given.
- Debrief with staff and students to ensure all ok.
- Notify parents.

Document Title	Emergency Evacuation Policy
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Policy Owners	St Raphael's School OSHC
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EMERGENCY PROCEDURE

Evacuation

When you hear the siren from the mega phone, this means there is an emergency and we need to evacuate. You must follow these steps:

- Calmly leave the OSHC room, loft, courtyard or toilets and go to the oval.
- If you are playing outside, leave what you are doing and meet the educator on the oval.
- Meet in a group in front of OSHC Educator/Emergency Warden – Responsible Person

Do not leave the assembly area until you are told by an OSHC Educator/Emergency Warden

EMERGENCY PROCEDURE

Lock in

When you hear 3 short whistle signals (using a whistle) this means that there is an emergency and we need to be locked in. If you are in the hall, the loft, or outside you must follow these steps:

OSHC Room

- Move out of sight of doors and windows.
- Close Blinds
- Stay calm and quiet.

Loft

- Move and sit behind the borrowing desk.
- Stay calm and quiet.

Outside

- Move towards the OSHC educator.
- Go with the educator to the closest classroom or to front office and hide under a desk.
- Stay calm and quiet.

EMERGENCY WARDENS

EMERGENCY PROCEDURE

EMERGENCY WARDENS:

Emma Fowler

Nominated Supervisor/Responsible Person (Jeanette Archer, Amy Pellegrini,
Jacinta Nye, Claire Holder)

(Approved Supervisor)

Evacuation

- Signal the siren from the mega phone.
- Take the daily attendance Ipad to the assembly area (school oval).
- Close the door behind you.
- Use the walkie talkie or mobile phone to notify staff in other areas of the emergency and call out in the toilets.
- Call out through the mega phone to ensure that all children and staff hear.
- Gather in the assembly area and check off names of staff and students present and ensure that everyone is accounted for and any missing found and checked off..
- Keep everyone calm.
- Call 000

EMERGENCY WARDENS

EMERGENCY PROCEDURE

EMERGENCY WARDENS:

Emma Fowler

Nominated Supervisor/Responsible Person (Jeanette Archer, Amy Pellegrini,
Jacinta Nye, Claire Holder)

Lock in

- Signal 3 short whistles (using a whistle)
- Call on the walkie talkie or phone to staff in other areas.
- If they are indoors instruct them to lock the door, turn off lights, close blinds and get children to sit on the floor/under or behind desks quietly and calmly.
- If outside, instruct them to take children into closest room, lock the door, switch off lights and sit on floor/under or behind desks quietly and calmly.
- Bring any children in the court yard and toilets into the OSHC room.
- Lock doors and switch off lights.
- Guide children to the stage nearest the courtyard.
- Stay calm and create a quiet environment.
- Call staff in other areas and use ipad to check the roll.
- Call 000

STAFF

EMERGENCY PROCEDURE

Lock in

Supervising in the Loft

- Signal 3 short whistles (using a whistle)
- Lock the door from the outside and pull shut behind you (locking children and staff in the loft.)
- Instruct children to move quickly and quietly and sit under/behind the library borrowing desk.
- Turn lights off.
- Call through via walkie talkie or phone to Emergency Warden the names of children in the loft.
- Wait for further instructions from emergency warden.

STAFF

EMERGENCY PROCEDURE

Lock in

Supervising outside

- Signal 3 short whistles (using a whistle).
- Instruct children to move towards the classroom (1st transportable classroom closest to playground)
- Check toilets.
- Move children into the classroom and instruct them to sit quietly under the desks.
- Lock the door from the outside and pull shut behind you.
- Shut the blinds and turn off the lights.
- Stay calm and create a quiet environment.
- Make a list of the children in the classroom and call via walkie talkie or phone to the Emergency Warden the names of children in the room.
- Wait for further instructions from Emergency Warden.