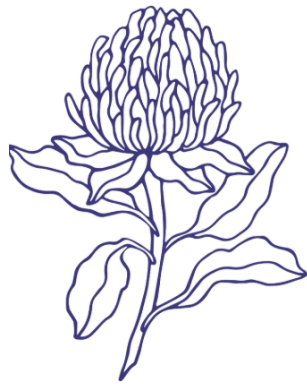




**TELOPEA PARK
SCHOOL OSHC**
A HOME AWAY FROM HOME

EVACUATION POLICY AND PROCEDURE

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Purpose

The purpose of this policy is to outline procedures to ensure the safety and well-being of children, educators, visitors, and families in the event of an emergency that requires evacuation from the premises of Telopea OSHC areas. This policy supports compliance with the [Education and Care Services National Regulations](#) and the [National Quality Standards](#).

Scope

This policy applies to all children, educators, staff, families, volunteers, contractors, and visitors at Telopea Park Out of School Hours Care.

Legislative Frameworks

The following frameworks guide this policy:

- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations](#)
 - Regulation 97
 - Regulation 168
- [National Quality Standard:](#)
 - Quality Area 2 - Children's Health and Safety
 - Standard 2.2 - Each child is protected

Emergency Situations Covered

This policy aims to cover evacuations resulting from:

- Fire
- Flood
- Gas leak
- Bomb threat
- Structural damage
- Intruder threat
- Medical emergency

- Other natural or human-caused disasters

Roles and Responsibilities

Warden Structure

Warden One

- Can be any staff member
- Identifies the hazard
- Calls the evacuation over the walkie-talkies

Warden Two

- Delegates tasks to the leadership team and educators
- Serves as the main point of contact between Warden Three and the educator team
- Usually, the program coordinator or the team leader

Warden Three

- Calls emergency services and meets them if needed (at the top of the school)
- The most senior person on site (often the director or assistant director)
- Supervises the emergency evacuation point: Primary Basketball Courts

Evacuation Processes

1. Warden One calls the evacuation over the walkie-talkies
2. Educators respond immediately, clearing their areas and moving children to the Primary Basketball Courts
3. Warden Two delegates tasks to the leadership team
 - Retrieve iPads for roll/ headcount marking and the emergency first aid kit
 - Conduct a final sweep inside and outside the premises
 - Complete a headcount of all educators
4. Children are lined up in year level (eg, Kindy, 1-2, 3-4, 5-6) to allow easy completion of headcounts
5. Warden Three contacts emergency services (000) and meets them if necessary
6. Once assembled, educators who marked rolls earlier in the afternoon conduct headcounts
7. If all children are accounted for, educators support Warden Two
8. If any child is missing, the leadership team sweeps all areas again. If still missing, families are contacted to determine the child's whereabouts.



9. Once emergency services give the all clear, and all individuals are accounted for, educators and children can return to play at the service.

Assembly Point

- Primary Assembly Point: Primary Basketball Courts
- Alternative Assembly Point: Senior Basketball Courts

Communication During Emergencies

- Warden One announces the evacuation via walkie-talkies
- Warden Two coordinates on-site actions and communicates between teams
- Warden Three handles external emergency communication
- Families may be contacted if needed

Evacuation Maps

Evacuation maps are displayed at all exits and include:

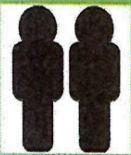
- Emergency exits
- Fire extinguisher locations
- Assembly point(s)
- First aid kit location

Emergency Drills

- Conducted at least once every 3 months
- Drills documented with date, participants and observations
- Feedback used to refine evacuation procedures

Telopea School Evacuation Plan

EVACUATION

	Alarm '<u>Evacuate now</u>' Alarme
	Leave all belongings in classroom Laissez toutes vos affaires en classe
	Leave quietly and quickly Evacuez calmement et rapidement
	Move to the back of the school oval Dirigez-vous vers le fond de l'Ovale
	Line up with your Class (Primary) or Contact Group (Secondary) Rassemblez-vous par classe (primaire) ou par contact group (secondaire)
	Sit down when instructed Asseyez-vous comme demandé

Resources

- Education and Care Services National Law Act 2010,
<https://www.acecqa.gov.au/nqf/national-law-regulations/national-law>
- Education and Care Services National Regulations,
<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>
- National Quality Standard,
<https://www.acecqa.gov.au/sites/default/files/2018-07/RevisedNQSHandoutA4.pdf>

Review

This policy and associated procedures will be reviewed

- As necessary
- After any actual emergency
- Following feedback from drills or stakeholders

Warden Two and Warden Three will conduct a post-evacuation review to identify any areas for improvement.

POLICY REVIEWED BY	Hannah Randall	Communications Officer	April 2025
POLICY REVIEWED	APRIL 2025	NEXT REVIEW DATE	As Required
VERSION NUMBER	V10.4.25		
MODIFICATIONS	• Updated for 2025 Evacuation Plan • Revision and rewrite of the policy		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE