

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

Evacuation Procedure 2025

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Warden Policy

Warden **One**

- Can be anyone
- Person who identifies the hazard
- Calls the evacuation through walkie talkies

Warden **Two**

- Delegator of tasks - to leadership team and educators
- Main point of contact between Warden Three and educator team
- Program Coordinator or Team Leader

Warden **Three**

- Call and - if necessary - meet emergency services (top of the school)
- Most senior person on **site**

Emergency Evacuation Point

Primary Basketball Courts

Communication

- Warden **One** will call the evacuation over the walkie-talkies, after which educators must respond and clear their areas to the emergency assembly point
- Warden **Two** delegates leadership team to:
 1. Get iPads for headcount and the emergency first aid box (located in staff cupboard)
 2. Final sweep outside
 3. Final sweep inside
 4. Headcount of educators
- Warden **Three** calls emergency services
- Educators will organise children into lines - one for each year level - for headcount to be easily completed

Headcount





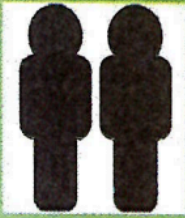

- After all children have been evacuated to the emergency assembly point, educators who conducted a roll at the beginning of the afternoon will once again conduct a headcount of their grades (Kindy, 1-2, 3-4, 5-6)
- Once the headcount is complete and all children are accounted for, each educator confirms with Warden **Two**
- If not, all children are accounted for, leadership team again sweep ALL areas until children are confirmed not to be in the service, after which families are called to confirm child/ren whereabouts

Finalisation and All Clear

- Once all children and educators are accounted for and Warden **Three** is given the all-clear by emergency services, children and educators can return to play
- Warden **Two** and Warden **Three** conduct a review of the evacuation and thus areas for improvement

Telopea 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

Review

POLICY REVIEWED BY	Hannah Randall	Communications Officer	April 2025
POLICY REVIEWED	APRIL 2025	NEXT REVIEW DATE	As Required
VERSION NUMBER	V10.4.25		
MODIFICATIONS	<ul style="list-style-type: none"> • Updated for 2025 Evacuation Plan • Revision and rewrite of procedure 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE