

<b>Emergencies</b>	
<b>Date approved by General Manager and Board of Trustees</b>	<b>June 2024</b>
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<b>Compliance lead</b>	<b>General Manager</b>

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**OSCAR standard – Services have appropriate procedures about the way their organisation operates.**

**OSCAR Standard – The service has a sufficient body of trained and competent staff to deliver and support service. Services are managed competently (including competent financial management).**

### 1. Emergencies

An evacuation plan belongs to the building no matter who is using it. It identifies all exits and an assembly point. Emergency procedures and the evacuation plan must be clearly displayed at the programme and emergency exits must be marked.

- All staff and volunteers are trained in fire, earthquake drills and evacuation procedures. The names of staff and volunteers participating

in drills are to be recorded.

- The Centre Supervisor will hold emergency fire drills once a term for afterschool programmes and once during the holiday programme.
- The Centre Supervisor and General Manager are responsible for turning off water, electricity and gas.

**In all emergencies stay calm  
Walk, do not run**

## **2. Emergency Procedures**

- If on-site assemble at designated location (see attached plan)
- If on an excursion assemble with your supervisor.
- Conduct head count and inform group of reason for alarm.

## **3. Emergency Procedures – Fire**

- Evacuate as above (see attached plan)
- Seek to extinguish small fire, or call fire brigade if more serious
- Keep participants at the assembly point until danger has passed

## **4. Emergency Procedures – Earthquake**

- Stay indoors if possible
- If inside - drop cover hold, crouch in safe place, under desk
- Stay away from windows and cupboards or other objects that could fall If outside-assemble away from power lines, trees
- In a street, shelter using building doorways or beside parked vehicles
- When shaking stops check for injuries and any hazards
- Be alert for after shocks

## **5. Emergency Procedures – Accidents and First Aid**

A first aid kit will be kept at the Centre and taken on excursions along with emergency contact numbers.

In the event of any accident the following procedure will be followed:

- Staff will immediately inform the General Manger
- Appropriate first aid will be provided
- If a participant needs medical attention, parents will be contacted to ascertain if they want to take the participant themselves or would prefer staff to take them to the medical centre of their choice. If parents or alternative contacts are unavailable the participant will be taken to the nearest available medical facility.

- If serious injury occurs, parents will be notified, and an ambulance called. If it is not possible to call an ambulance and the need is urgent, then participants may be transported in a private vehicle.
- If the situation is urgent, the manager will take necessary actions and inform parents and the programme co-ordinator.

Minor injuries will be recorded by staff and parents notified at the end of the day.

For injuries requiring medical attention, or when a more serious injury is suspected (e.g. a head injury) an incident report will be filled out with parent to sign.

## **6. Emergency Procedures – Missing Participant**

Formal attendance checks will be made regularly and often during the day.

If a participant is found to be missing the following procedure will be followed:

- Staff will conduct a thorough search
- The Centre Supervisor and General Manager will be informed immediately
- If not found police and parents to be alerted

## **7. Attendance Sheets**

Accurate sign in/out attendance sheets will be organized and compiled by the Centre Supervisor and photographed to be used to account for participants in an emergency. A copy of the in/out attendance sheet must always be accessible and be accessible during an evacuation.

## **8. Appendices**

**-Off site form**

**-Site Plan**

**-Evacuation Plan**

**-Attendance Forms**