



Emergency, Evacuation and Lockdown Policy

PURPOSE

Kilkenny OSHC is committed to providing a safest possible environment for children, families, staff, educators, volunteers and visitors by implementing best practice emergency risk management, prevention strategies, and response procedures.

The service will:

- Prioritise the safety, rights and best interests of children as the paramount consideration
- Maintain compliance with:
 - Education and Care Services National Law 2010
 - Education and Care Services National Regulations (2025 amendments)
 - Work Health and Safety Act 2011 (SA)
 - South Australian emergency management legislation and authority directions

Emergency response procedures will be implemented to prevent or minimise injury, trauma, harm or fatality.

SCOPE

Applies to:

- Enrolled children
- Families and carers
- Educators and staff
- Management
- Approved Provider
- Volunteers and students
- Visitors and contractors





PRINCIPLES

Kilkenny OSHC operates under the following principles:

- Child safety is the highest priority
- Risks will be proactively identified and mitigated
- Staff must act immediately in emergency situations
- Clear communication must be maintained
- Emergency procedures must be practiced and evaluated

LEGISLATIVE AND REGULATORY COMPLIANCE

Kilkenny OSHC will comply with:

Education and Care Services National Law

Including but not limited to:

- S2A – Paramount consideration of child safety
- S165 – Supervision offences
- S167 – Protection from harm and hazards
- S97 – Emergency and evacuation procedures
- S98 – Communication equipment requirements
- S168 – Mandatory policy and procedure requirements
- S175 – Mandatory notifications

National Regulations

- Regulation 97 – Emergency procedures and floor plans
- Regulation 98 – Communication equipment
- Regulation 99 – Safe departure from service
- Regulation 136 – First aid qualifications





DEFINITIONS

Emergency

Any situation requiring immediate action to protect life, safety or property.

Lockdown

A protective response to external threats requiring containment inside secure areas.

Lockout

A protective response requiring evacuation from internal hazards.

Shelter in Place (Lock In)

Protection from external environmental or community threats.

ROLES AND RESPONSIBILITIES

Approved Provider

Must:

- Maintain governance oversight of emergency management
- Ensure compliance with legal and regulatory obligations
- Ensure adequate resources for emergency response
- Review emergency risk management annually

Nominated Supervisor

Must:

- Assume incident command responsibility until emergency services arrive
- Coordinate evacuation, lockdown or shelter responses
- Maintain accurate records of incidents





Educators and Staff

Must:

- Maintain supervision at all times
- Follow emergency directions immediately
- Support children's emotional and physical safety
- Participate in training and rehearsals

Families

Must:

- Maintain current contact details
- Follow service directions during emergencies
- Notify the service of medical conditions

EMERGENCY MANAGEMENT PLAN (EMP)

Kilkenny OSHC maintains an Emergency Management Plan which includes:

- Site hazard identification
- Response procedures
- Communication protocols
- Staff role allocation
- Evacuation and assembly locations
- Multi-storey building procedures (where relevant)

The EMP will be:

- Reviewed annually
- Reviewed after incidents
- Updated following legislative or environmental changes





RISK MANAGEMENT AND HAZARD IDENTIFICATION

The service will conduct:

- Annual risk assessments
- Environmental hazard assessments
- Community threat assessments

Risks considered include:

- Bushfire
- Extreme heat
- Flooding
- Severe storms
- Chemical hazards
- Intruder threats
- Infrastructure failure

Risk assessments will be retained for minimum 3 years.

AUSTRALIAN WARNING SYSTEM MONITORING

Staff will monitor:

- Bureau of Meteorology warnings
- South Australian emergency authority alerts

Action will be taken according to warning levels:

- Advice – Monitor conditions
- Watch and Act – Prepare evacuation response
- Emergency Warning – Immediate protective action





EMERGENCY EQUIPMENT AND INFRASTRUCTURE

Kilkenny OSHC will maintain:

- Emergency evacuation kits in all learning spaces
- Portable first aid kits
- Medical management plan access
- Fire safety equipment compliant with AS1851

Maintenance requirements:

- Fire equipment inspected every 6 months
- Smoke alarms tested annually
- Equipment testing records retained

COMMUNICATION SYSTEMS

The service will maintain reliable communication including:

- Landline or service mobile devices
- SMS and digital communication systems
- Emergency contact registers

Emergency information will be communicated to families as soon as practicable.





EVACUATION PROCEDURES

Evacuation will occur when directed by:

- Nominated Supervisor
- Emergency services
- Approved Provider

Steps include:

1. Activate alarm
2. Contact 000
3. Collect:
 - Attendance records
 - Medication
 - Emergency kits
4. Move to designated assembly areas
5. Conduct headcount
6. Provide first aid if required
7. Notify families

Children will remain under supervision until release is authorised.

LOCKDOWN PROCEDURES

Used when external threats exist.

Staff will:

- Lock all entry points
- Close blinds and turn off lights
- Move children away from windows
- Maintain calm activities
- Restrict movement

Lockdown will continue until emergency services provide clearance.





LOCKOUT PROCEDURES

Used when internal hazards exist.

Staff will:

- Evacuate to safe external assembly points
- Secure premises
- Account for all children and visitors
- Notify families

SHELTER IN PLACE PROCEDURES

Used during external environmental threats.

Staff will:

- Move children to internal safe zones
- Seal gaps around doors if safe
- Monitor emergency warnings

NON-AMBULANT CHILDREN

Kilkenny OSHC will:

- Conduct individual mobility risk assessments
- Ensure adequate staffing during emergencies
- Include children in rehearsals where safe
- Provide staff training in emergency transport techniques



EMERGENCY REHEARSALS

Kilkenny OSHC will conduct:

- Emergency evacuation drills every 3 months
- Lockdown rehearsals every 3 months
- Spontaneous rehearsals throughout the year

All rehearsals will be:

- Timed
- Evaluated
- Documented

Improvement actions will be included in the Quality Improvement Plan.

SERVICE CLOSURE

The service may close if:

- Staff ratios cannot be maintained
- Building safety is compromised
- Directed by authorities

Families and regulatory authorities will be notified within 24 hours.

TRAUMA AND WELLBEING SUPPORT

The service will implement trauma-informed practices by:

- Providing reassurance to children
- Providing family support information
- Referring to professional support services if required

NOTIFICATION REQUIREMENTS

Management must notify:

- Regulatory Authority via NQA ITS within 24 hours for serious incidents
- Department of Education CCS reporting systems if closure occurs





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

CONTINUOUS IMPROVEMENT

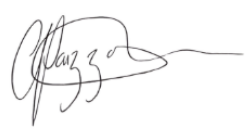
The policy will be reviewed:

- Annually
- Following incidents
- Following legislative changes

Feedback will be collected from staff, children and families.

Families will be notified of changes within 14 days.

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS			
PREVIOUS MODIFICATIONS			

