

Policy title	Kids/Youth Emergency Procedures and Reporting Hazards
Policy area	Kids/Youth Programmes / Health & Safety
Policy available for Students – yes/no	YES
Policy detail	This policy contains information specific to fire, earthquake and other emergency situations. Additionally, it outlines TLC’s evacuation procedure, information regarding evacuation drills, toxic materials, and how to report hazards. Information regarding a fire emergency: • GET DOWN, GET LOW, GET OUT • If someone catches fire: STOP, DROP, and ROLL or smother flames with a blanket or towel Information regarding an earthquake emergency: • DROP, COVER and HOLD • Civil Defence advises that it is safest to remain in a building following an earthquake Information regarding all other emergencies: • Staff and children are to remain in the building with the door closed until given further instructions EVACUATION PROCEDURE (IN AN EMERGENCY) Below are the steps which need to be taken if an alarm is raised that runs continuously. <i>Note: Evacuation bells may or may not ring following an earthquake.</i> 1. Have children line up at the door of the nearest available emergency exit and evacuate the building immediately. <i>Note: Check the safety of exits, clearing falling glass or building materials as required before exiting. Be aware of alternative exits if the main one is blocked.</i> 2. Make your way calmly to the assembly point for all staff and students. The assembly point is in the main car park behind the maintenance shed, to the north of Taylor building. 3. Tutors are to bring their class rolls with them (if possible) to take attendance and account for all children present. 4. The school’s Emergency Response Team (ERT) will meet staff in the car park. 5. ERT will check external situation – road closures, hazardous areas etc and pass this information on to those assembled. 6. If needed, tutors will contact caregivers and emergency contacts to pick up students. Tutors will tick children off the roll and add sign-out time when they are collected.

7. If needed, the children will be transported off-site to a safe location for collection by parents, in accordance with the consent provided during the enrolment process.
8. When leaving, ERT will ensure that they have the names of those who have left (including tutors) and the time of their leaving, so they will be able to pass on this information to any callers asking about either students or staff.
9. The ERT or Health & Safety team will give the 'all clear' to return to buildings once it is determined safe to do so.

***Note:** TLC has some civil defence supplies in a container beside MM3. If they are needed, ERT and Caretaker will be able to gain access to these supplies.*

Evacuation Drills

At least once a term TLC is required to have a fire drill and twice during the school holidays (for the Kids Art Holiday Programme). When the fire alarm sounds for a drill, staff are to follow the evacuation procedure outlined above. The Tutor/Kids Art Programme Coordinator must fill out the fire drill log record once completed.

Toxic materials

Any materials that can pose a health risk to students and staff are to be labeled with warnings and detailed instructions on how to use them correctly. These instructions should be clearly marked on bottles and containers and kept well organised.

Reporting hazards

Tutors and staff are to report any identified hazards to the Tutor/Kids Art Programme Coordinator. The Tutor/Kids Art Programme Coordinator will complete a RAMS (Risk Analysis Management) form for the Kids Art Classes and Holiday Programme and update it each term. These are located in Google Drive Fileshare.

The RAMS form and Emergency Procedures are to be overseen by the TLC Health & Safety Team and will be reviewed every six months.

The Tutor/Kids Art Programme Coordinator and Culture & Employment are responsible for making sure relievers and casual staff are aware of hazards, hazard reporting and health and safety policies as they arise.

Related Procedures

Date Created

March 2017

Review Dates

March 2018, June 2020, Aug 2021, Jan 2023, Jan 2024, Sept 2025

Next review date

Sept 2026

Links