**Emergency Management Policy**

**Introduction**

In order to minimise risk to all staff, volunteers, contractors and visitors using the premises, Tongala Community Activities Centre (TCAC) and is committed to ensuring that adequate safety equipment and procedures are in place.

Emergencies are defined in Australian Standards – Planning for emergencies in facilities AS3745 as *‘any event that arises internally or from external sources which may adversely affect persons or the community generally, and which requires an immediate response from the occupants’*.

The potential threats may come from a variety of sources including floods, wildfires, gas leaks or building fires. Please note this policy has been adopted with ‘the worst case scenario’ attitude.

**Objectives**

This policy aims to ensure we manage potential threats to protect the health, safety and welfare of our employees, volunteers, contractors and visitors.

**Guiding principles**

TCAC is committed to:

* Implement an Emergency Management Plan to assist minimise risk.
* Keep up to date records of emergency management practices.
* Implement preventative action and procedures.
* Provide means of escape for all staff, volunteers, visitors and contractors.

**Emergency Management Officer**

TCAC has assigned an Emergency Management Officer (EMO). This person is responsible for the safety of staff, visitors and contractors at all times. Their duties include:

* Ensuring the overall well-being of staff, volunteers, visitors and contractors in relation to emergency management safety.
* Maintaining an Emergency Management Policy, evacuation procedures and all other documentation related to emergency planning safety.
* Ensuring all legal obligations are compliant.
* Ensuring staff, volunteers, visitors and contractors have easy access to evacuation areas.
* Maintaining an emergency evacuation plan and ensure it is displayed in prominent places throughout the organisation.
* Maintaining personal emergency evacuation plans for individuals who may need assistance during an evacuation.

**Emergency Management Assistants**

TCAC has assigned two Emergency Management Assistants who will report to the Emergency Management Officer for all safety matters. Their duties include ensuring:

* All fire escapes, fire doors, emergency equipment, fire alarms and emergency lights are fully operational and maintained at all times.
* Access to fire escapes, fire doors and emergency equipment is kept clear at all times.
* All staff participate in emergency planning and fire drills.
* Upon hearing the fire alarm, all staff evacuate the building and the CFA is called.
* All steps in the emergency management evacuation plan are followed.
* The emergency evacuation plan is prominently displayed throughout the premises.

**All staff and volunteers are responsible for:**

* Reading the emergency management policy and in the event of an emergency, following the steps outlined therein.
* Participating fully in any emergency planning and fire drills.
* Reporting any defective, missing or inaccessible fire emergency equipment to an Emergency Management Assistant.
* Move or remove any items that are preventing clear access to fire escapes or fire doors and reporting it to an Emergency Management Assistant if it is something they cannot deal with personally.

**TCAC is responsible for ensuring:**

* The implementation of high standards of emergency management to ensure the safety of all staff, volunteers, visitors and contractors.
* The emergency evacuation plan is practiced.
* Staff, volunteers and contractors are fully informed on any matters related to the emergency management policy and procedure and informed of any changes made.
* Fire safety notices are displayed in accessible locations around the organisation providing instruction to staff, visitors, volunteers and contractors on what to do if there is a fire.
* Fire exits are unlocked when the premises are occupied and in good working condition.
* Fire emergency escape routes are free from obstruction.
* A suitable fire detection and alarm system is installed and maintained.
* The fire detection and alarm system is tested regularly, ensuring all staff, volunteers, visitors and contractors are warned of the test beforehand.
* Emergency management equipment, such as fire extinguishers, is provided and maintained at all times and servicing of the equipment is carried out by a trained professional according to the servicing schedule outlined by the manufacturer.
* Any faults identified will be addressed by the TCAC Committee of Management.

**In the event of a fire**

Staff and volunteers should:

* Alert all persons nearby and request assistance.
* Assist any person in immediate danger, if safe to do so.
* Close the door on the fire to contain smoke and spread.
* Call the fire brigade on 000 and notify the Emergency Management Officer.
* Extinguish the fire, if safe to do so.
* Isolate electricity (only if safe to do so).
* Shut off gas (only if safe to do so).
* If threat to life exists, evacuate immediately closing all doors.
* Check all areas have been cleared.
* Coordinate the movement of occupants to a safe location.
* Maintain control of persons at the safe assembly area.

**Evacuation from the building**

Evacuation from the building may occur for several reasons, one of which could be fire. If the fire is small and providing it is safe to do so, staff and volunteers will attempt to smother the flames with one of the fire extinguishers located throughout the premises.

If failure to smother flames occurs, or the fire is well advanced then:

* All personnel will be evacuated from the building through the closest safe exit.
* They will assemble at the Emergency Assembly Point (Bendigo Bank).
* The staff member or volunteer will call the fire brigade by dialling **000** as soon as possible. If unable to use the land-line telephone, a mobile telephone or neighbour’s telephone should be used.
* The Emergency Management Officer will be responsible to declare an ‘all clear’ following which personnel can return to the building.

**Child Care**

* Staff will ensure that all children are evacuated via the safest exit.
* Senior staff will make sure that the attendance and emergency contact lists, as well as a working mobile telephone are on hand when evacuating.
* All staff and children will assemble at the Emergency Assembly Point.
* Staff will mark off the attendance list to ensure that all children are accounted for.
* If there is a child missing the CFA must be notified upon arrival.
* Staff will telephone parents and guardians or emergency contacts to collect their children.

**Travel by staff and volunteers on high fire risk days**

TCAC support the CFA decision to discourage people to travel on roads when there is a bushfire in the area.

In accordance with the CFA Fire Danger Rating TCAC will adopt the following guidelines during the summer period:

|  |  |
| --- | --- |
| **CFA Fire Danger Rating** | **Scheduled activities and events** |
| Low to moderate | Normal program |
| High | Normal program |
| Very high | Normal program – subject to fire activity |
| Severe | Cancellation of some activities may occur, particularly those requiring travel through bush areas. TCAC may be unattended. |
| Extreme | Cancellation of activities requiring travel through bush; meetings may be cancelled; TCAC may be unattended. |
| Code Red | Cancellation of all programs (including child care) and bookings will take place. No activities will be undertaken at TCAC. |

In the event a change of program occurs TCAC will:

* Notify the Committee of Management President and the Emergency Management Officer of such changes.
* Notify the community affected by the closure (parents).
* Record a telephone message informing date of closure.
* Cancel meetings, programs and activities.
* Notify Shire of Campaspe of closure.

**Gas Leak**

In the event of a gas leak personnel should:

* Ensure the Emergency Management Officer is notified.
* Evacuate the area immediately.
* Isolate the gas supply at the source, if safe to do so.
* Notify the fire brigade by dialling 000.
* Ventilate to the open air if possible.
* Remove all ignition source - if safe to do so.
* Turn off the electrical supply.
* Report to the fire brigade on arrival regarding any actions taken.
* Control the movement of occupants to sae assembly points.
* Remain at the safe location until advised by emergency services.
* Contact Origin Energy 1800 427 532.

**Personal Threat**

In the event of a personal threat personnel should (only if safe to do so):

* Ensure the Emergency Management Officer is notified.
* Notify the Police by dialling 000 and request assistance.
* Do not do or say anything that may encourage irrational behaviour.
* Alert others in your vicinity.
* Initiate action to restrict entry to the building if possible; confine or isolate the presence from other occupants.
* Monitor the status of any other occupants’ safety.
* Evacuation should be considered if safe to do so.
* Have as many people as possible complete the ‘description of offender’ form.

**Telephone Bomb Threat**

In the event of receiving a telephone bomb threat the recipient of the call should:

* Keep the caller talking – do not hang up at any time.
* Note as many details as possible including:
* Exact words of the threat;
* Location of the device;
* Time of detonation;
* Gender and other details of caller, such as estimated age;
* Details of speech, accent, delivery and background noises.
* Carefully notify another person to call the Police on 000, but do not do or say anything that may encourage irrational behaviour.
* Carry out such actions as instructed by the Police.

Action should be taken to:

* Ensure the Emergency Management Officer is notified immediately.
* Do not do or say anything that may encourage irrational behaviour.
* After receiving instructions from the Police the Emergency Management Officer may organise to conduct a routine search based on the available information.
* Search to be conducted systematically concentrating on the most likely places such as toilet and shower areas, equipment rooms, fire hose cabinets, potted plants, around and under cars and trailers etc.
* Ensure that doors are left open.
* DO NOT touch any suspicious object found.
* Report back to Police following completion of the search.
* If a suspicious object is found, or wording of the threat identified a specific place, evacuation may be considered. DO NOT ASSEMBLE in close proximity to the premises.

If a suspected explosive device is found:

* Do not touch it.
* Clear the area.
* Notify Police immediately and follow directions given.
* Prevent all persons from entering the area where the device is located.

 **Medical Emergency**

 In the event of required medical assistance personnel should:

* Check for any threatening situation and remove or control, if safe to do so.
* Remain with the casualty and provide appropriate support.
* Provide first aid if qualified personnel available.
* Notify the Emergency Management Officer.
* Call the Ambulance on 000 and provide as much information about the emergency as possible.
* Designate someone to meet the ambulance and direct emergency crews to the location of the casualty.
1. Provide support and appropriate assistance.
2. Provide appropriate treatment if trained and competent to do so.
3. Try not to leave casualty alone unless emergency assistance arrives.
4. Do not move casualty unless they are exposed to a life threatening situation.

***Responsible officer:*** Deidre Madill*- Emergency Management Officer; Vicki Rossborough and Christine Coventry –* Emergency Management Assistants

***Date of approval:*** *11/02/2019*

***Date of review:*** *11/02/2021*

***Relevant legislation:*** *Occupational Health and Safety Act 2004; Country Fire Authority Act 1958*

***References:***

*CFA, SPARC (Strengthening Participation and Resilience in Communities), Work Safe; Standards Australia*

***Appendices:***

*Emergency Management Plan; Site Evacuation Plan; Elements of an emergency management plan; Quick profile; Risk assessment and plan; Roles and responsibilities in the event of an emergency; Offender Description Form; Fire protection check list; CFA Fire Danger Rating and what to do information sheet; Fire, gas leak, personal threat, telephone bomb threat and medical emergency information sheets for easy reference.*