



EMERGENCY POLICY

Organisational Area

Registered Training Organisation
Community Programs

Authorisation

This policy was reviewed and adopted by the CEO of the North Ringwood Community House Incorporated May 2019

Review date

This policy will be reviewed every three years or sooner if required.

Scope

The purpose of this policy is to ensure all committee and staff are aware of their obligations should an emergency arise at the North Ringwood Community House.

Objective

North Ringwood Community House Inc. aims to:

1. Ensure that an effective plan is in place to safeguard all people in the House during an emergency.
2. Ensure that any emergency is dealt with in a planned and orderly manner

Policy

Broad Guidelines:

An emergency includes the following:

- Fatality
- Serious injury/illness/sexual assault
- Siege/hostage
- Firearms/bomb threats
- Collapse & damage of building or equipment
- Fire inside or outside the building
- Fire on the grounds of Parkwood
- Fumes/spill/leak/contamination by hazardous material
- Storm/flood damage
- Discovery of foreign items/substances

Incidents which are likely to affect the safety and wellbeing of any person in the Community House are to be reported to Staff immediately. Depending on availability of staff, either Management or Front Office staff (and identified First Aider if necessary) will respond immediately.

The CEO will review the Emergency Plan at regular intervals (a copy is available on the NRCHI pinboard located in Reception). Bi-annual site inspections and fire drills will be implemented. In the event of an emergency the



Policy

Committee of Governance will review the plan as soon as possible after the emergency to determine if the procedures put in place were followed and if they were adequate.

Implementation Process:

If an emergency occurs:

House participants should report the incident to the Trainer/Facilitator who will then inform the CEO or Front Office staff (and the identified First Aider if necessary).

1. The CEO/Front Office staff will phone Emergency Services immediately.
2. Phone numbers for all relevant emergency services are posted by the telephones and on the Emergency/First Aid noticeboards.
3. The Fire Warden will alert participants by sounding the alarm (whistle). The Fire Warden will check rooms and shut doors after each room has been checked.
4. **If time permits**, Parkwood Hub will also be phoned.

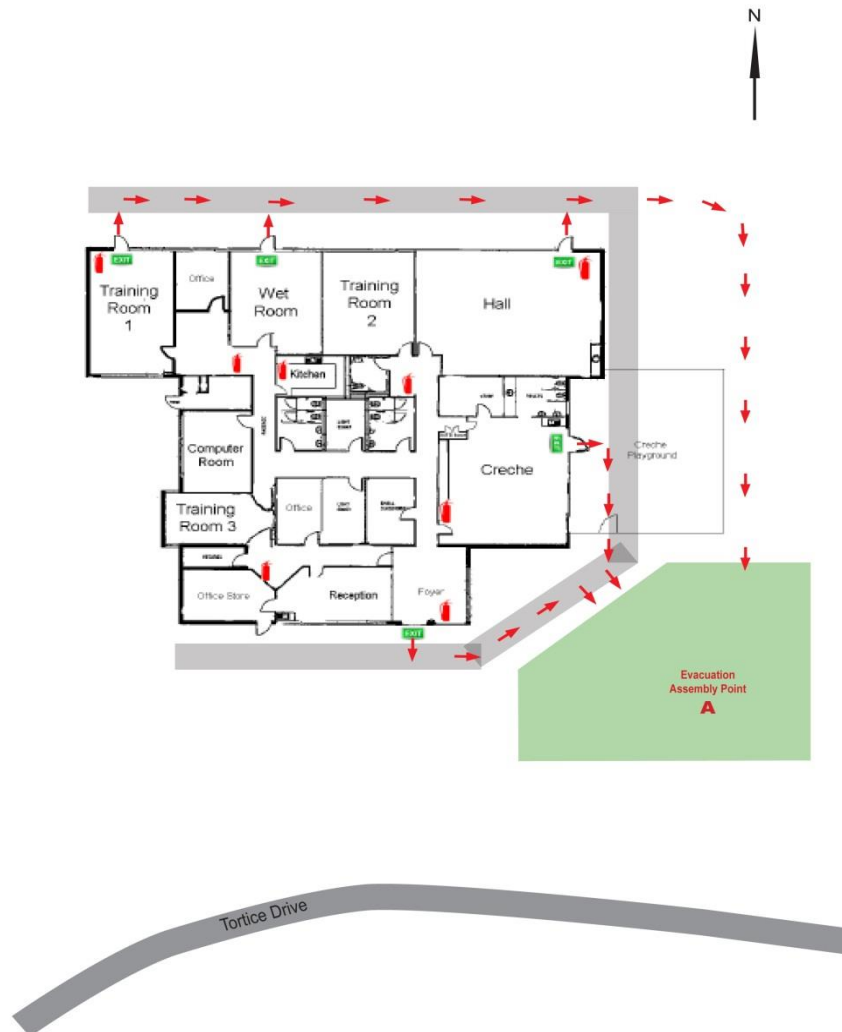
Evacuation Process:

1. **If time permits** Trainers and Staff will turn off all appliances including heaters, lights, stoves & air conditioners.
2. In the event of a small fire, fire extinguishers are fitted as shown on the House Plan, posted in all rooms. Fire blankets are also available. Instructions on the use of fire extinguishers are on the wall next to the extinguishers.
3. Staff, Trainers, Students and all people in the House will proceed via the closest clear exit to the evacuation point and assemble there until instructed to leave by emergency services personnel.
4. The grass area outside the front door is the evacuation point.
5. The Trainers are responsible for bringing the attendance book.
6. The CEO/Front Office Staff will be responsible for bringing the Staff Sign On Sheets with them. (When the CEO is not in attendance the Program Officer will take over the CEO's duties).
7. A roll call will be taken to ensure everyone is accounted for.
8. The Fire Warden will liaise with Emergency Personnel (Fire, Police and Ambulance).
9. All instructions given by Emergency Personnel are to be followed.
10. If urgent medical attention is required, the nearest Medical Clinic is situated on the corner of Oban and Warrandyte Roads.

After Hours Classes and Activities:

1. Phone Emergency Services 000. In the event of a small fire, extinguishers are fitted as shown on the House Plan posted on the wall in all the training rooms. A fire blanket is available in the kitchen. Instructions on the use of extinguishers are on the wall next to the extinguishers.
2. If necessary please evacuate the building to the evacuation point shown on the House Plan (below). Staff, Trainers, Students and all people in the House will proceed via the closest clear exit to the evacuation point and assemble there until instructed to leave by emergency services personnel.
3. The grass area outside the front door is the evacuation point.
4. Trainers should collect the Class Attendance Book at the time of evacuation and must ensure that all students are present and accounted for.
5. When Emergency personnel arrive their instructions must then be followed.
6. Phone the After Hours Emergency Contact: 0413 768 346

North Ringwood Community House Fire Evacuation Plan

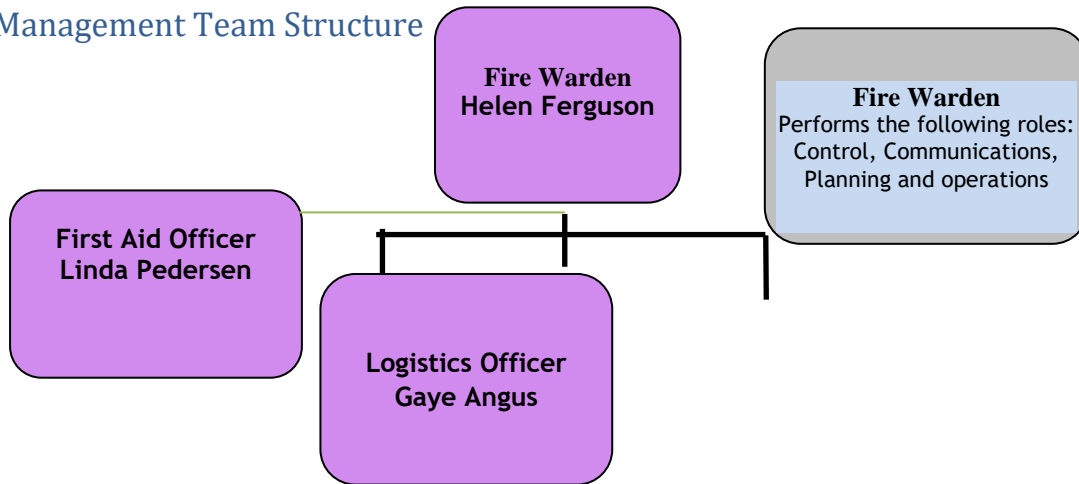


Emergency/Evacuation Procedure:

TURN OFF HAZARDOUS EQUIPMENT
FIRE EXTINGUISHERS AVAILABLE AT DESIGNATED POINTS
MAKE A FINAL CHECK OF THE ROOM
SHUT DOOR
RAISE THE ALARM - INFORM STAFF – RING 000
EVACUATE THE BUILDING BY THE NEAREST EXIT
ASSEMBLE AT THE EVACUATION ASSEMBLY POINT
UNTIL ADVISED OTHERWISE BY EMERGENCY PERSONNEL

OH&S Chart

1 Incident Management Team Structure



Related Documents

Document Locations

Website
Electronic file folders accessible by NRCH Administration staff

- ❖ *Statement to be signed by Staff, Volunteers, Members and Contractors declaring they have read, understood and will abide by this policy*

Emergency Policy Statement

NAME

Statement

I have read and understand my obligations under the North Ringwood Community House Emergency Policy, and will abide by it.

Signed

Date