



1.33 Emergency Response Plan

Policy

The Committee of Management of Healesville Living and Learning Centre (the Centre) recognizes the importance of maintaining an integrated Emergency Response Plan (the Plan) to ensure the safety and well-being of students, staff, and visitors in the event of an emergency.

The aim is to prevent, mitigate and reduce risk through planning, preparation and good work practices.

The Plan offers guidelines and procedures for responding to defined emergencies that can threaten the safety and well-being of the Healesville Living and Learning Centre's members and/or disrupt Centre programs and activities.

Possible causes include natural disasters such as bushfires, floods, storms or structural fires.

Procedures

- Ensure that Emergency Evacuation Plans and directions are displayed prominently in all classrooms and public spaces.
- Ensure that all staff is aware of the workplace evacuation procedures, declared fire ratings and are trained in evacuation procedures.
- Ensure staff is aware of safe exit routes and closest designated 'Neighbourhood Safer Place.'
- The most senior staff member on site is the designated Safety Officer in an emergency.

General Evacuation Procedures:

The Safety Officer on duty will ensure that all classrooms, trainers, students and visitors are notified of the situation in a calm manner. All alerts will be pre-warned using a whistle.

Staff on duty will ensure that mobile phones are activated to receive alerts from authorities.

Designated assembly areas are indicated on the site maps in each room.

When evacuating a building or work area:

- Stay calm
- Do not rush or panic
- Gather personal belongings if it is safe to do so.
- If safe, close and leave unlocked office doors and windows
- Proceed to the designated Evacuation Assembly Area as directed by Staff.
- Wait for instructions from emergency responders
- Do not re-enter the building or work area until instructed to do so by Staff, who are acting under the instruction of the Incident Commander

Preparations for Bushfire

- Ensure that all long grass, wood, leaves and other fuel is cleared from the grounds.
- Trees, overhanging branches and undergrowth are cleared from around buildings.
- Roof and guttering is kept clean and cleared of leaves.

Imminent Fire Threat

The C.E.O. or Safety Officer will implement immediate evacuation procedures.

Code Red Days

- All programs to be cancelled on Code Red Days and all students, members and trainers are asked not to attend.
- The Centre will close and the staff will be told not to attend.
- Staff will be paid for this time under the Compassionate Leave clause of the Award.

Severe or Extreme Code Days

- Staff may choose to implement their personal Bushfire Plans and not attend on these days. This time is to be recorded as Personal Leave or TOIL.
- Staff will advise the C.E.O. prior to the Red Code Day that they will not be attending.

Information Distribution

Information regarding Emergency Evacuation Procedures will be:

- Displayed in every room.
- Included in Student Handbooks
- Included in Trainer Handbooks.
- Placed on Website

Information regarding Code Red Days will be:

- Included in Student Handbooks
- Included in Trainer Handbooks
- Placed on Website
- Included in Program Brochures
- Included on class information sheets
- Message placed on answering machine

Responsibilities

The C.E.O., assisted by senior staff, will ensure that all emergency response procedures are implemented.

Trainers will be required to take class attendance sheets to the evacuation point.

Centre staff will ensure that all students attending have assembled in the designated area.

Participants with ambulant difficulties will be assisted to the assembly point.

Emergency Services Leave

From 1st January 2010, community service leave is included as a minimum condition of employment under the National Employment Standards (NES) contained in the Fair Work Act 2009.

Under NES, employees have a right to be absent from work to engage in prescribed community service activities, such as fire-fighting.

This type of leave while allowed, is unpaid and employees must notify the C.E.O. as soon as possible, that they will be absent for this reason. (*Ref NES for details*)