Emergency Management Plan

For

Hampton Park Community House

Authorised by:

Emergency Management Committee

Kate Madden Executive Officer -Chief Warden

Ammaniar Durai Operations Manager -Deputy Warden

Validity Period

Date: **23rd October 2022**
Review Date: **23rd September 2023**

Emergency Management Plan

HAMPTON PARK COMMUNITY HOUSE
16-20 Stuart Avenue
P.O Box 440
HAMPTON PARK   VIC   3976
Phone: 03 9799 0708
Email: office@hamptonparkch.vic.gov.au

EMERGENCY NUMBERS

Emergency Fire/Police/Ambulance	000
City of Casey Services	9705 5200
Department of Education & Early Childhood Development (DEECD)	9096 9595
Child Protection Dandenong	1800 783 783
State Emergency Service (S.E.S)	132 500
Poisons Information	13 11 26
Victorian Bushfire Info. Line	1800 240 667
Environmental Protection Authority	9695 2722
Emergency Mgmt Services Unit	9589 6266

POLICE

Narre Warren Police Station	9705 3111
Dandenong Police Station	9767 7444
Cranbourne Police Station	5991 0600

HOSPITALS

Dandenong Hospital	9554 1000
Casey Hospital (Berwick)	8768 1200

WATER & SEWERAGE

South East Water	132 812

FIRE BRIGADE

Dandenong Fire Brigade	9792 2104
Hampton Park Fire Brigade	9799 1980

GAS & ELECTRICITY

TRU Faults (Electricity)	131 799
Origin Faults (Gas)	1800 676 300

CONTENTS   Page Number

1   PURPOSE

THIS EMERGENCY MANAGEMENT PLAN (PLAN) PROVIDES DETAILS ON HOW HAMPTON PARK CARE GROUP INC. WILL PREPARE FOR AND RESPOND TO EMERGENCIES.

2   SCOPE

THIS DOCUMENT OUTLINES HAMPTON PARK CARE GROUP INC.'S EMERGENCY MANAGEMENT ARRANGEMENTS. THIS PLAN APPLIES TO ALL CLIENTS, STAFF, CONTRACTORS, AND VISITORS ASSOCIATED WITH THIS SERVICE.

3   FAMILIARISATION WITH THE EMERGENCY MANAGEMENT PLAN

- Read the entire document
- Please note the position of the emergency assembly area
- Devise a method of exit if doorways are blocked (i.e.; out the window)
- On the map in the document, check the route you can take to emergency assembly area, position of fire extinguishers and telephones
- Be aware of other assembly points if emergency assembly area cannot be used (Arthur Wren Hall)
- All staff and volunteers should be aware of their roles and responsibilities in an emergency
- Be familiar with the different types of emergencies and any specific procedures

THERE MUST BE ONE PRACTICE OF EMERGENCY EVACUATION PER TERM

WHAT IS IN THE EMERGENCY MANAGEMENT PLAN

This plan describes the Hampton Park Community House and its environment, the potential hazards to which it is likely to be exposed and manner in which the House will manage emergencies.

It assumes that the staff and volunteers are familiar with this plan and it assumes that preventative measures will have been implemented to reduce the impact of an emergency, which may occur.

AN EMERGENCY INCLUDES THE FOLLOWING:

- Fatality
- Serious injury, assault or sexual assault, child abuse or child sexual abuse
- Siege, hostage, disappearance or removal of child or adult
- Firearms, Bomb Threat
- Collapse, major damage to building or equipment

- Fire in the building, bushfire
- Fumes, spill, leak, contamination by hazardous material
- Outbreak of disease -Pandemic/Epidemic
- Disruption to essential services such as electricity, gas and telecommunications networks

The plan is intended to be flexible. Procedures have been developed which should assist our House to manage both small scale localised incidents, lasting minutes, and which can be managed by the House AND large-scale incidents, which require external assistance and which may last for several hours.

It identifies roles and responsibilities of staff, volunteers and House participants in an emergency. It describes action to be followed in the case of specific types of emergencies.

An emergency may have effects on those involved lasting long after the initial crisis has been resolved. The House recognises that in addition to implementing procedures to resolve emergencies quickly, the House may require support to assist the House Community to return to normal functioning.

The plan is to be reviewed annually by the staff and Board of Governance. In the event of an emergency, the plan is to be reviewed as soon as possible following the event to determine whether procedures in the plan were followed and whether they were adequate.

4 ABOUT THE HAMPTON PARK COMMUNITY HOUSE

The Hampton Park Community House is located at 16-20 Stuart Avenue, Hampton Park Victoria. The Community House comprises six distinct areas of operation;

- Community Services   Community projects and volunteering
- Adult Education   Pre-accredited and lifestyle courses
- Occasional Care   0-6 years of age
- Kindergarten   3-4 years of age
- Out of School Hours Care   Primary School aged children
- Family Services   IFS Program -individuals and groups of all ages
- Administration   All office based staff

Staff numbers vary according to staff ratio requirements in relation to childcare, so are approximately 25.

The building is of brick construction and includes;
- large main room, which can be partitioned into 2 rooms

- kitchen
- 6 offices
- Computer room
- large childcare specific room, which can be partitioned into 2 rooms
- fenced children's play area (including cubby house, sandpit, playground equipment)
- class room
- Additional Workspace (adjacent to the back of the Arthur Wren Hall.)

Also on the premises are five storage sheds or metal constructions.

The Hampton Park Community House has approximately 1,000 adults and 500 children pass through each week. Operating hours are from 6:30am to 6:30pm each day of the week.

The foyer, toilets, large main room, and kitchen are hired to the general public on weekends, public holidays and most weeknights for private functions or for a meeting venue for various community based groups.

The Hampton Park Community House is connected to a Security Monitoring System and this will be used to sound the Primary Evacuation Alarm. Verbal commands will also be given in case all individuals in the House are not familiar with the emergency procedure, due to the nature of their attendance at the House. There will also be verbal notification via the intercom system in the light of a lockdown procedure being conducted.

<u>Security System keypad locations:</u>

The Security system keypad is located in the foyer, next to the Out of School Hours office door. There are 2 additional keypads located in the Pre-Kinder room and the Classroom. There in an external keypad outside the front door for after office hour access, and 2 emergency pendants one stored at reception and one in the pre-kinder room.

5. ROLES AND RESPONSIBILITIES

Incident Management Team

HPCH Incident Management Team (IMT) will direct the way HPCH responds to an emergency or incident.

Incident Management Team contact details

Title	Name	Contact number
Chief Warden/Commander	Kate Madden	0407482315
Deputy Chief Warden	Ammaniar Duria	0421 306 109
Warden's	Zohra Hasib Mon-Friday (Health & Wellbeing)	0493040499
	Lorna Berry Mon -Wed (General)	0478046410
Child Safety Warden	Sandra Halawi	0477066144
Communications Officer	Kate Madden (with support from Sandra Hoy and Marketing & Comms Team)	0407482315
First Aid Officer	Ammaniar Duria (OH -9am-5pm) Mon-Friday	0421306109
	Najah Hilal AH Mon-Friday	0450453457

Refer: Managing and Reporting Incidents (including emergencies) Policy

The Manager on duty will co-ordinate activities and actions during an emergency. In the absence of a Domain Area Manager, the Responsible Person will assume the Managers roles and responsibilities.

The Manager/Responsible Person is responsible for:
- Assessing the Emergency and initiating the appropriate response
- Notification of Emergency Services as required
- Alerting staff, volunteers and participants about the Emergency
- Evacuation of staff, volunteers and participants
- Provision of resources to manage the Emergency
- Delegation of duties to staff and volunteers as required

- Liaison with applicable Emergency Services
- Communication with staff, volunteers and participants
- Maintenance of staff, volunteers and participants welfare

STAFF AND VOLUNTEERS ARE RESPONSIBLE FOR THE SAFE AND ORDERLY EVACUATION OF ALL CHILDREN AND HOUSE PARTICIPANTS

6. CO-ORDINATING THE HOUSE'S RESPONSE

READINESS FOR AN IMMINENT EMERGENCY

Emergency readiness activities are undertaken when situational awareness indicates there is high probability of an imminent emergency event, such as a bushfire or flood.

Monitoring local conditions

VicEmergency is the platform for information about all emergencies in Victoria. VicEmergency displays a real-time map with incidents from across Victoria including fires, floods, storms, power outages, hazardous materials and significant traffic incidents. The site also includes information from the Environment Protection Authority and the Chief Health Officer.

Information about current and forecast conditions is also available from a variety of media sources, including radio, television and the internet. Agencies such as the Bureau of Meteorology, Victoria State Emergency Service, fire services and Victoria Police monitor forecast hazards and provide advice and warnings.

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Emergency Warnings and Public Information resources

- Current warnings and locations of emergencies:
  - The VicEmergency website: www.emergency.vic.gov.au and mobile app (download from Google Play or the App Store)
  - The VicEmergency hotline: 1800 226 226
- Information on fire danger ratings and Code Red days:
  http://www.cfa.vic.gov.au/warnings-restrictions/bans-and-rating-faqs/
- Information about public health risks, including epidemic thunderstorm asthma, can be accessed from the Chief Health Officer page on the health.vic website. To maintain situational awareness of public health issues, subscribe to the Chief Health Officer Alerts via this page.

</div>

During an emergency

ALWAYS CALL 000 (TRIPLE ZERO) IF THERE IS AN IMMEDIATE DANGER TO LIFE

6. ACTIVATE EMERGENCY MANAGEMENT PLAN

Emergencies can impact quickly with little time to prepare and gather resources.
The person with delegated authority needs to make decisions as soon as practicable.
Best practice: be ready and able to receive advice, notifications, alerts or warnings from VicEmergency, and prepared to activate an emergency management plan.

REPORTING AN EMERGENCY AT THE HOUSE

Children should report an incident immediately to an adult.
Adults should report an incident immediately to the Responsible Person on duty.

That Responsible Person will be responsible for assessing the situation and reporting the serious incident and/or emergency to Senior Management and to the applicable authorities and Emergency Services as indicated in the HPCH policies and procedures.

Out of School Hours; if the Children's Services Manager (Nominated Supervisor) is not on duty then the Responsible person in charge assumes the responsibility dealing with the emergency.

Night tutors are to follow all emergency procedures until help arrives and report incidents to Senior Management and the Board of Governance as indicated in the HPCH Policies and Procedures.

ALERTING THE HOUSE

If evacuation of the House is required the individuals in the House will be alerted by means of the Security System alarm and/or hand bell and/or by verbal communication. If the

electricity is unavailable for the alarm, the House will rely on verbal communication and the hand bell to call for evacuation.

INCIDENT MANAGEMENT TEAM

The Manager or Responsible Person in charge will manage the Emergency from the General Office (if suitable) for the duration of the Emergency.
If this is not possible the Manager or Responsible Person in charge will establish a command post where they deem suitable.

REPORTING AN EMERGENCY AT AN EXCURSION

An emergency, which occurs during an excursion, is to be reported by the Responsible Person in Charge to the Emergency Services as applicable.
Senior Management and the Board of Governance are to be notified AS SOON AS POSSIBLE.
A representative of the Board of Governance, if warranted, will notify the Department of Education and Early Childhood Development.

7 REPORTING CHILD ABUSE OR CHILD SEXUAL ABUSE

Statement of Commitment to Child Safety

Hampton Park Community House affirms the organisation's commitment to child safety. We have a zero-tolerance approach to child abuse, and we are committed to upholding children's best interests and keeping them safe, and we actively work to listen to and empower children within an organisation.
 Seek support from Senior Management and the Child Safety Officer if you have any concerns relating to Child Safety.

Mandatory Reporting

Child Abuse: neglect, physical abuse, sexual abuse, domestic violence and psychological harm are all reportable offences for any child under the age of 18.

The Child Protection Act (Vic)1996 and the new Childrens Services Regulations 2020 requires certain professionals, referred to as 'mandatory reporters', to make a report to Child Protection or the Police, if they form a reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse, and may not have a parent able and willing to protect them.

Reasonable grounds for forming the belief that the child has suffered or is likely to suffer physical harm or sexual abuse: This means that the teacher/educator does not have to be absolutely certain to notify Child Protection and the relevant authorities of physical or

sexual abuse of a child, but genuinely believe, on the basis of the evidence, that the child might have been abused. A reasonable belief can be formed on different types of evidence. That evidence could be a dramatic change in the behaviour of a child, withdrawing from social contact, bruises, etc.

Mandatory reporters should also report to Child Protection or Police of a reasonable suspicion that a child is in need of protection caused by any other form of abuse or neglect.

STEP 1 RESPONDING TO CONCERNS	STEP 2 FORMING A BELIEF ON REASONABLE GROUNDS	STEP 3 MAKING A REFERRAL TO Child FIRST	STEP 4 MAKE A REPORT TO CHILD PROTECTION
1. If your concerns relate to a child in need of immediate protection; or you have formed a belief that a child is at significant risk of harm*. **Go to Step 4** 2. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. **Go to Step 3** 3. In all other situations **Go to Step 2.** * Refer to Appendix 2: Definitions of child abuse and indicators of harm in the Protocol – Protecting the safety and wellbeing of children and young people	1. Consider the level of immediate danger to the child. Ask yourself: a) Have I formed a belief that the child has suffered or is at risk of suffering significant harm? **YES / NO** and b) Am I in doubt about the child's safety and the parent's ability to protect the child? **YES / NO** 2. If you answered yes to a) or b) **Go to Step 4** 3. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. **Go to Step 3**	**Child Wellbeing Referral** 1. Contact your local Child FIRST provider. • See over for contact list for local Child FIRST phone numbers. 2. Have notes ready with your observations and child and family details.	**Mandatory/Protective Report*** 1. Contact your local Child Protection Intake provider immediately. • See over for contact list for local Child Protection phone numbers. • For **After Hours Child Protection** Emergency Services, call **131 278**. 2. Have notes ready with your observations and child and family details. * Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection

The **Reportable Conduct Scheme** requires that HPCH, with a high level of responsibility for children to:

Ensure that the person in a relevant position of authority (House Manager) in the organisation is made aware of and reports any allegation of reportable conduct made against a worker or volunteer to the Commission for Children and Young People.

In all circumstances, allegations of criminal conduct must be reported to Victoria Police as the first priority.

Report any findings and the reasons for the outcome of an investigation to the Commission for Children and Young People at the conclusion of the investigation.

Commission for Children and Young People (03) 8601 5884
childsafestandards@ccyp.vic.gov.au

8 OUTBREAK OF A PANDEMIC

A pandemic is an outbreak of an infectious disease that has spread across a large geographical region, or potentially worldwide. Examples of novel respiratory infections that have caused pandemics include Influenza (H1N1), Middle East Respiratory Syndrome (MERS-CoV), Severe Acute Respiratory Syndrome (SARS) and Coronavirus (COVID-19). A pandemic may occur at any time of the year and the pattern of spread, severity and mortality cannot be predicted accurately until the disease emerges.

Refer the HPCH Pandemic and Epidemic Policy and procedures and the Response plans for HPCH and specific Program Areas.

9 DISRUPTION OF ESSENTIAL SERVICES

Essential services include services such as electricity, gas and telecommunications networks. Management will alert the staff, volunteers, contractors and community members of any anticipated disruption to essential services and of potential cyber security threats.

In the event of an unexpected disruption to services, the responsible person will notify Senior Management (Office Manager & House Manager) immediately and alert the relevant authorities and suppliers as required.

Telecommunications:
 IT -Razornet
Support call Ron Thomas on M: 0409 139 949
Iinet
Technical Support
 13 22 58
 support@iinet.net.au
 24 / 7

10 EMERGENCY PROCEDURES

Evacuation plan for;
Fire and Explosion, Storm Damage, Toxic Emission, Hostage Situation, Bomb Threat, Abductions and Attempts thereof.

10.1   Fire and Explosion
- The signal to evacuate will be the activation of the House Alarm and verbal notification. Should the system be out of order, verbal commands and hand bell will be rung.

- The Manager/Program Area Manager/Responsible Person will initiate the evacuation order.
- Staff and volunteers will assist with the rapid but orderly evacuation of the House via exits indicated on notices posted in each room.
- Tutors should ensure that all electrical appliances are switched off and all room doors and windows are closed where possible and bring their class roll.
- Staff and volunteers will assist Childcare and Pre-kinder workers in the safe evacuation of all children.

THE MANAGER WILL
- Initiate the evacuation of the building by sounding alarm and then notifying the applicable Emergency Services. The Emergency Activation buttons on Security Pad will be used.
- Will allocate available adults to assist in the evacuation of Childcare and Pre-kinder/playgroups.
- Out of School Hours staff and volunteers will assist the children to evacuate.
- Collect Enrolment Records for Childcare, Pre-kinder/Out of School Hours
- Switch off Electricity at main fuse box
- Check toilets for individuals before leaving the building

At assembly area confirm with Nominated Supervisor/Responsible Person, Childrens Services Educators that all children and participants are present. The Program Area Manager is responsible for ensuring that no one leaves until the ALL CLEAR is given by Emergency Services.

a. Storm Damage
- If adequate warning of an approaching storm is given, notify House users of the approaching storms and allow them to return to their homes.
- Ensure everybody remains indoors if they cannot get home or do not have sufficient time to leave.
- Secure doors and windows, store all loose items indoors.
- Endeavour to keep everyone calm; keep away from windows, cover can be taken under tables if necessary.
- Manager/Program Area Manager/Responsible Person to contact State Emergency Service if required.
- Do not allow anyone to venture outside unless area is free from debris and/or fallen power lines.

10.2 Toxic Emissions

- Manager/ Program Area Manager/Responsible Person to contact Fire Services and Police if required.
- Evacuate away from the disaster (not downwind)
- Use Emergency Evacuation Plan if necessary
- Await instructions from the Officer in Charge from Emergency Service in attendance.

10.3 Hostage/Siege Situation

- Confirm available facts
- Contact Police
- Evacuate partially or totally as per Emergency Evacuation plan if able
- Assemble people with direct knowledge of the situation
- Co-operate with Police as necessary

10.4 Bomb Threat

- On notification of Bomb Threat notify Police
- Initiate a check of the building and assembly areas for any suspicious objects
- Initiate Emergency Evacuation plan
- Wait for instructions from the Police

<u>DO NOT GO NEAR OR TOUCH ANY SUSPICIOUS OBJECTS</u>

10.5 Abductions or Attempts

- Notify the Police immediately
- Follow the directions of the Police
- Assemble those with direct knowledge of the event to assist Police

10.6 Childcare/Pre-kinder/and Out of School Hours care

On notification to evacuate the building...........

- Collect attendance book
- Calmly evacuate all children and adults through nearest exit away from danger
- Ensure the nursery and toilets are checked for children
- Assemble children and staff in the assembly area and check against attendance book (children with special needs and their carers to be checked off)
- Notify Manager/ Program Area Manager/Responsible Person that all children and staff are present
- Do not allow anyone to leave until authorised by relevant Emergency Service.

11 PROCEDURE FOLLOWING AN EMERGENCY

Member of the Executive of the Board of Governance must be notified as soon as possible in the event of any emergency or incident and any statements to the Press are at the direction of the Board of Governance.

Any emergency or incident is to be reported to the City of Casey via the Community Services Co-ordinator, Funding Bodies and the relevant Insurance Company.

Incidents involving children are to be reported to the Department of Education and Early Childhood Development and regulatory authorities as required.

12 CONTENTS OF EMERGENCY KIT

Keep the Emergency Kit in a designated, easily accessible place. The Program Area Manager is responsible for making sure the contents are complete. If your attendance rolls are kept electronically ensure you have an updated printout available as you may not be able to access electronic information in an emergency.

Item	Tick
Child or Participants Attendance Sheets	
Child Data (for contacting parents)	
Children and Staff with special needs list	
Child Release forms	
Staff data	
List of staff with Emergency management or training skills	
Traffic Safety Vest and tabards	
Keys	
Standard portable First Aid Kit	
Medical and Special Needs list; children with asthma, allergies, medications etc.	
A charged mobile phone	
Torch with replacement batteries (or wind up torch)	
A megaphone	
Portable battery powered radio	
Bottled Water	
Copy of facility site plan and evacuation routes	
Whistle	
Plastic garbage bags and ties	

13 EMERGENCY MANAGEMENT PLAN EXERCISE (DRILL)

Item	Tick
Were Emergency Services briefed on exercise prior to drill?	
Did the person discovering the Emergency alert the other occupants?	

Was the alarm activated?	
Was the Emergency Service notified promptly?	
Was the Emergency & Security Mgmt Unit notified promptly? (If appropriate.)	
Did staff direct persons from the building per the evacuation procedure?	
Were isolated areas searched?	
Was the evacuation logical and methodical?	
Did someone take charge? If yes, who?	
Did occupants act as per instructions?	
Was a roll call conducted for; children/staff/visitors?	
Was someone appointed to liaise with the Emergency service/s?	
Was someone appointed to liaise with the parents/community?	
Was the Emergency Service given the correct information?	
Did anyone re-enter the premises before the 'all clear' was given?	
Did anyone refuse to leave the building? If yes, who (follow up)	

14 COMMUNICATION TREE
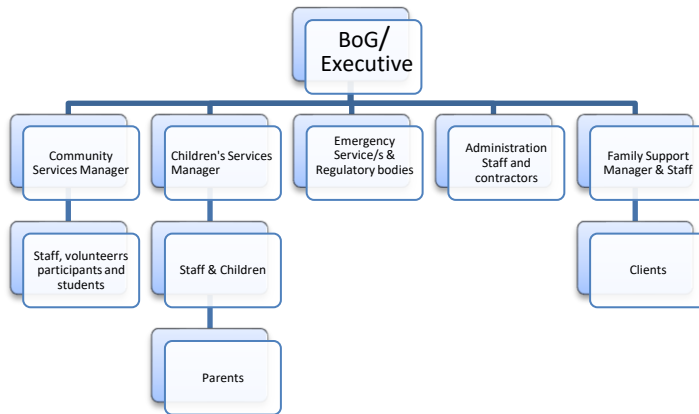
15 BOMB THREAT CHECKLIST

CALL TAKER		CALL TAKEN	
Name		Date	Time
Telephone No.		Duration of Call	
Signature		Number of Caller	

Complete the following for a BOMB THREAT

QUESTIONS	RESPONSES
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	

What is your name?	
Where are you going?	
What is your address?	

ACTIONS: _____

REPORT CALL TO: _____ PHONE NUMBER: _____

CHARACTERISTICS OF THE CALLER	
Gender of caller	
Estimated age	
Accent if any	
Speech impediments	
Voice (loud, soft etc.)	
Speech (fast, slow etc.)	
Diction (clear, muffled etc.)	
Manner (calm, emotional etc.)	
Did you recognise the voice?	
If so, who do you think it was?	
Was the caller familiar with the area?	

LANGUAGE		
Abusive	Taped	Other (specify)
Well Spoken	Irrational	
Incoherent	Message read by caller	

BACKGROUND NOISE		
Music	Local call	Machinery
Long Distance Call	Aircraft	Other (specify)

16 IN CASE OF FIRE/SMOKE OR BUSH FIRE EMERGENCIES

Signs of fire may include; observation of smoke or flames; smelling smoke or burning material; feeling unusual heat on a wall, door or other surface.

IN CASE OF FIRE CALL: 000

In the event of fire or smoke:

REMOVE persons from immediate danger

ALERT nearby personnel and the Incident Controller, call 000

CONFINE fire and smoke. Close windows and doors (if safe) keep low, under the smoke

EXTINGUISH or control fire – (if safe to do so)

- Pull the pin on extinguisher
- Test the extinguisher
- Stand well back at a safe distance
- Keep the exit door to your back
- Ensure correct grip of the 'nozzle'
- Direct the extinguisher stream at the base of the fire, not at the smoke
- Squeeze the trigger, sweep the fire
- Distance yourself IMMEDIATELY the situation becomes unsafe

Bushfire emergencies - Code Red day
The Code Red fire-danger rating forecasts the worst conditions for bushfire. A Code Red day represents a significant risk.
The Emergency Management Commissioner is responsible for declaring a Code Red day. This will occur no later than 1 pm the day before the Code Red day and will specify the weather district/s it applies to. The declaration will be communicated broadly.
If HPCH is impacted by a Code Red day, Management and the Responsible Person will immediately undertake readiness activities.

17 Lockdown Checklist

Actions during lockdown – Principal or Site Manager (Incident Controller)

Actions during lockdown	✓
Liaise with staff, other agencies and the Region in considering a lockdown	
Activate lockdown using the predetermined activation signal	
Advise Victoria Police and other appropriate emergency service agencies	
Activate the incident Management Team (to plan further actions and enact the response plan)	
Allocate responsibilities	
Collect emergency kit	
Guide visitors to safety	
Divert parents and returning groups from the school	
Ensure a telephone line is kept free	
Keep public address system free	
Secure external doors and entrances	
Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access	
If possible, have a delegated staff member wait at the main entry to the school to guide Emergency Services personnel	
Ascertain (as possible) if all children, staff and visitors are accounted for	
Record some details of actions undertaken and times (use the Post Emergency Record)	
Await de-activation advice from Emergency Services personnel (if appropriate)	

Actions after Lockdown – Principal or Site Manager (Incident Controller)

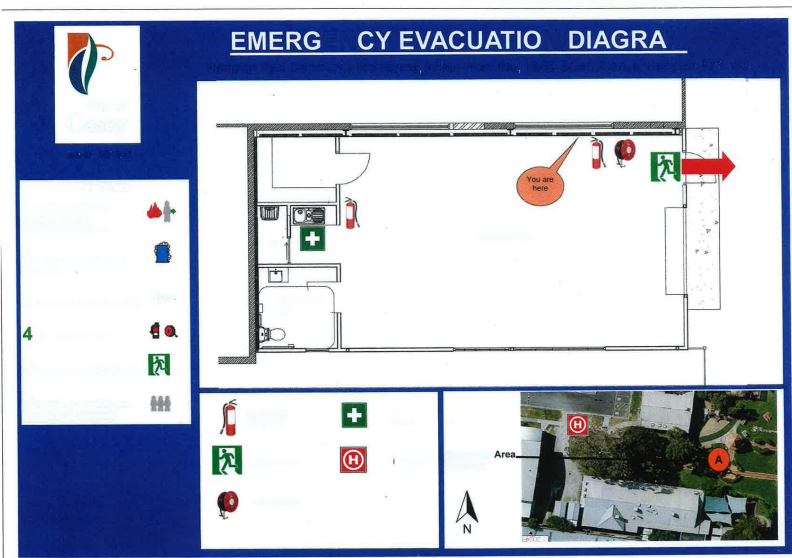| Actions to de-activate and immediately following lockdown	✓
Confirm with Emergency Service personnel that it is safe to de-activate lockdown	
Determine whether to activate the parent re-unification process	
Determine if there is any specific information staff, children and visitors need to know (e.g. Areas of the facility to avoid or parent reunification process)	
De-activate lockdown using predetermined de-activation signal	
Advise staff, children and visitors of any specific information they need to know	
Ensure any children, staff or visitors with medical or other needs are supported	
Print and issue pre-prepared parent letters and give these to children to take home	
Brief staff on the incident	
Ensure all personnel are made aware of Employee Assistance Program contact details	
Prepare and maintain records and documentation	
Follow up with any children, staff or visitors who need support	
Undertake operational debrief to review the lockdown and procedural changes that may be required.	

ACTIONS (FOLLOW UP)	✓
Signature:	

18 RISK ASSESSMENT

LIKELIHOOD				
Very High				
High		Intruders		
Moderate			Vehicle/bus incident	
Low		Storms and Flooding	• Criminal Incidents • Pandemics & communicable diseases	• Bomb Threat • Internal Fires & Smoke
	Low	**Moderate**	**High**	**Very High**
IMPACT				

19 EMERGENCY EVACUATION MAP (MAIN HOUSE AND WORKSPACE)

Hampton Park Central Community Precinct

City of Casey
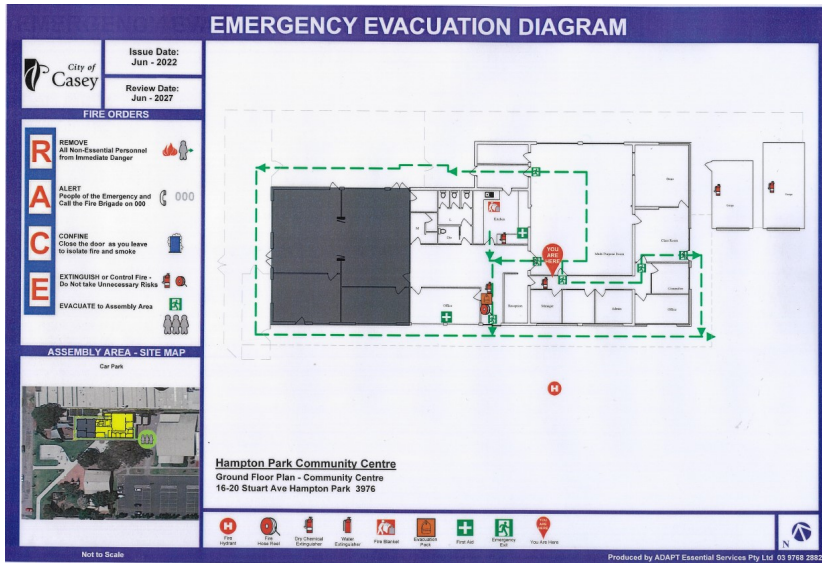
Accessibility Map for Emergency Services

Somerville Road

Red Rooster

Woolworths

N

Stuart Avenue

D

A   B   C

Coles

E

F

Hallam Road

Fordholm Road

Legend
→ Key access routes
→ Alternative access
⊕ Building entrance
▨ Recommended parking
▨ Disability parking

■ Community Facility
■ Green space
□ Other carpark
▨ Pedestrian space
■ Other Building

Building Key
A. Arthur Wren Hall
B. Hampton Park Community Workspace
C. Hampton Park Community House
D. Hampton Park Central Kindergarten
E. Hampton Park Youth Centre
F. Hampton Park Central Library

Contact Hampton Park Community House

03 9799 0708
office@hamptonparkch.com.au

21 EMERGENCY EVACUATION PROCEDURE CHECKLIST:

USE OF BUILDING

☐ Know where all safe exits and exit paths are located.

☐ Keep all exits and exit paths clear at **all** times.

☐ Know where all emergency equipment (e.g. fire extinguishers) are located.

☐ Ensure activities to be undertaken by you and your guests are not dangerous.

IN CASE OF AN EMERGENCY SITUATION i.e. FIRE, GAS LEAK OR BOMB THREAT ETC.

☐ Remove anybody in immediate danger. Identify exact nature and location of the emergency and contain the emergency if possible.

☐ Call the **Emergency Services (000)** and provide exact details of the emergency.

IN CASE OF FIRE

☐ Call the **Emergency Services (000)** <u>before</u> fighting any fire.

☐ **Attempt to extinguish a fire with the equipment provided, if it is safe to do so.**

☐ **Close all doors and windows, if safe to do so.**

☐ **Immediately commence evacuation of the building.**

EMERGENCY EVACUATION

☐ Remain calm and leave in an orderly manner.

☐ Assist persons in immediate danger <u>**ONLY,**</u> if safe to do so.

☐ Report to Emergency Service (e.g. Fire Brigade) on status of all persons.

☐ <u>**Do not**</u> re-enter building until authorised by the Emergency Service (i.e. Fire Brigade).

- The primary assembly area is **BASKETBALL COURT NEXT TO THE TOTEM POLE**
- The secondary assembly area is **ANZAC MEMORIAL OUTSIDE ARTHUR WREN HALL**
- Please stay at the assembly area until provided with further instruction from a warden or emergency services personnel.
  REMEMBER: <u>Safety</u> of the users of this building and their guests is <u>**your responsibility**</u> whilst under your care and control.

FACILITY	HAMPTON PARK COMMUNITY HOUSE
STREET	16 – 20 STUART AVE
SUBURB	HAMPTON PARK
CLOSEST INTERSECTION	FORDHOLM RD
MELWAY REF	96 E8

22 AFTER EMERGENCIES

For HPCH, recovery will be focused on the:

•health and wellbeing of children, families, clients, volunteers and staff, and

•return to business as usual.

It is important to learn from the emergency experience and increase preparedness for future emergencies.

Health and wellbeing of children, families, clients, volunteers and staff

The Health and Wellbeing Team will check the health and wellbeing of those affected by the emergency and make sure appropriate support, including psychosocial support, is provided as soon as possible.

The recovery process may take a long time if the emergency was significant and people may need support months or even years after the emergency has passed.

Return to business as usual

The return to business as usual will depend on the nature of the emergency, the availability and capacity of staff, the type and extent of damage to buildings and infrastructure, and the availability of essential services after the emergency has passed.

Facilities that were required to shelter during the emergency may need to consider relocating if there has been damage to the building or if essential services such as power, water and telecommunications have been disrupted.

Facilities that have relocated or evacuated will need to assess the nature and extent of any damage incurred at the facility or in the surrounding area.

Conduct a site assessment to determine if there are any safety issues that have occurred as a result of the emergency and to assess requirements for the clean-up.

If work is required to restore the facility it will be necessary to make interim arrangements for community and staff.

A communication plan will be required to ensure clients, families of clients (where appropriate), staff, the department and other stakeholders are kept informed.

 Actions for HPCH to undertake after an emergency:

- Prioritise the needs of community and staff following an emergency and ensure they have adequate care and support while they wait for services to return to normal.
- Conduct site assessments and consider factors such as safe access and egress, communications, electrical safety, water sanitation and other health and safety issues.
- Communicate regularly with community members, families and staff to keep them informed while waiting for a return to business as usual.
- Conduct a debrief with staff and relevant stakeholders as soon as possible to discuss the emergency, what worked well and what could be done differently next time.
- Review and update emergency management plans to reflect lessons learned.

Post Emergency Record

Facility

Date	____ / ____ / ____
Time of Notification	am/pm
Name of Person Taking the Call	
Position	
Name of Person Reporting the Incident	
Contact Telephone Number	
Details	

Immediate Action	Incident Controller notified: YES / NO Time _____am/pm Other staff notified: YES / NO Time _____am/pm Emergency Services notified: YES / NO Time _____am/pm Region and ESMU notified: YES / NO Time _____am/pm

Major Activities

Issues	Operational Debriefing Required: YES / NO Date/Time: _____ Person Responsible to organise: _____ Confirmation of Operational Briefing: Date/Time: _____ Issues for Follow Up action:

Signature

Date	____ / _____ / ____