

CEEC HS POL EMERGENCY MANAGEMENT POLICY

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Applicable to	CATHOLIC EARLY EDCARE
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Policy Sponsor	HEALTH AND SAFETY
Related policy documents	Archdiocese Of Brisbane Health And Safety Policy CEEC HS PRO Emergency Management Procedure CEEC HS PRO Crisis Management Procedure CEEC HS Emergency Plan CEEC HS Emergency Response Guidelines
Related legislation	Education And Care Services National Law (QLD) Act 2011 Education And Care Services National Regulations 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework Queensland Building Fire Safety Regulations 2008 Australian Standard 3745-2010 Queensland Fire And Emergency Services Act 2013

PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare operating through the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane (AOB) is committed to achieving and maintaining the highest practical standards of workplace health and safety for its workers, visitors and children in the care of Catholic Early EdCare.

This policy has been developed to outline the commitment of Catholic Early EdCare to provide the resources, direction and support to all Catholic Early EdCare workplaces to assist with planning for and responding to likely or potential emergencies and assist with the development of workplace specific response plans, procedures and guidelines and to fulfil the requirement of Catholic Early EdCare under the Education and Care National Regulations (Regulations 97, 99 and 168).

SCOPE

This policy applies to all workers as defined in the WHS Act.

1. POLICY STATEMENT

1.1 It is the policy of Catholic Early EdCare to comply with all requirements under the Education and Care Service legislation, the Queensland Fire and Emergency Services Act (Qld Services only), the Queensland Building Fire Safety Regulations (Qld Services only) and where appropriate, the recommendations of Australian Standard 3745 – 2010 Planning for Emergency in Facilities, therefore Catholic Early EdCare will –

- Develop site specific emergency plans for all workplaces and Services
- Identifying emergency situations that are relevant to all workplaces and Services
- Develop site specific response guidelines to respond to emergencies
- Provide training in emergency response guidelines, first response fire-fighting and general occupant training to all workers
- Provide training resources to Directors/Coordinators to assist with the training of staff members at a Service
- Conduct emergency exercises across all workplaces and Services
- Provide guidance and instruction to all children in the care of Catholic Early EdCare and exercise Catholic Early EdCare's duty of care in the event of an emergency
- Review plans and procedures at least annually
- Require Services to ensure a Responsible Person who has been trained in co-ordinating in an emergency is present at all times the Service is operating
- Provide CEEC HS PRO Emergency Management procedure to assist with establishing a standard operating procedure across Catholic Early EdCare
- Provide annually CEEC HS Emergency Plan and CEEC HS Emergency Response Guidelines to all Services. Services are not permitted to alter/amend or delete any section of these two documents
- Services are to retain on site a copy of any relevant School and/or Parish emergency procedures/emergency plan

2. SUPPORTING DOCUMENTS

- 2.1 CEEC HS FORM Bomb Threat Checklist
- 2.2 CEEC HS FORM Emergency Exercise Record
- 2.3 CEEC HS FORM WHS Monthly Checklist
- 2.4 CEEC HS FORM Emergency Incident Report
- 2.5 CEEC HS FORM Emergency Coordination Orientation
- 2.6 CEEC HS GUIDE 2019 Emergency Plan
- 2.7 CEEC HS GUIDE Emergency Response Guidelines
- 2.8 CEEC HS FORM General Evacuation Response Guidelines
- 2.9 CEEC HS FORM Lockdown Response Guidelines

COMPLIANCE

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

DEFINITIONS

Staff Member	In relation to an education and care service, means any individual (other than a volunteer) employed, appointed or engaged to work in or as part of an education and care service, whether as an Educator Director/Coordinator Nominated Supervisor; Or otherwise.
Educator	Educator means an individual who provides education and care for children as part of an education and care service.
Responsible Person	A Responsible Person is - The Approved Provider, or A person with management or control, or A Nominated Supervisor, or A Person in Day to Day Charge of a Service (PIDTDC)
Nominated Supervisor	Workers who have consented to the nomination by the Approved Provider to take on the responsibility and obligations under the National Law and National Regulations to manage a Kindergarten, Long day care, Outside school hours care Service.

Person in Day to Day charge (PIDTDC)	The PIDTDC is placed in day-to-day charge by the Approved Provider or a Nominated Supervisor of the education and care service; and the person consents to the placement in writing.
Approved Provider	Approved Provider is a person who holds a provider approval. A provider approval authorises a person to apply for one or more service approvals and s valid in all jurisdictions.
Workplace	A workplace is a location where work related activities are carried out for a business or undertaking and include any place where a worker goes, or is likely to be, whilst at work.
Emergency	Any event that arises internally or from external sources, which may adversely affect persons or the community generally, and which requires an immediate response

3. RECORD KEEPING

- 3.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping.
- 3.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 3.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and Record Keeping Requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 3.4 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 3.5 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.