

CEEC HS PRO EMERGENCY MANAGEMENT PROCEDURE

Policy Domain	HEALTH AND SAFETY
Document type	PROCEDURE
Applicable to	CATHOLIC EARLY EDCARE
Version	0.4
Date approved	13/11/2019
Approved by	DIRECTOR, CATHOLIC EARLY EDCARE
Review date	13/11/2020
Policy Sponsor	HEALTH AND SAFETY
Related policy documents	CEEC HS POL Health And Safety Policy CEEC HS POL Emergency Management Policy CEEC HS PRO Crisis Management Procedure CEEC HS GUIDE 2019 Emergency Plan CEEC HS GUIDE Emergency Response Guidelines
Related legislation	Education And Care Services National Law (QLD) Act 2011 Education And Care Services National Regulations 2013 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework Work Health & Safety Act 2011 Work Health & Safety Regulations 2011 Work Health And Safety - Codes Of Practice Queensland Building Fire Safety Regulations 2008 Australian Standard 3745-2010 Queensland Fire And Emergency Services Act 1990

PURPOSE

To establish a standard operating procedure for emergency management across Catholic Early EdCare (CEEC).

SCOPE

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

PROCEDURE

1. NATIONAL REGULATION

- 1.1 All Catholic Early EdCare Services are required to comply with the following Education and Care Services National Regulations 2011 -
- Regulation 97 Emergency and evacuation procedures

- Regulation 99 Children leaving the education and care service premises
- Regulation 168 Education and Care Service must have policies and procedures

2. EMERGENCY – DEFINITION

2.1 Catholic Early EdCare define an emergency situation as events occurring within and outside the workplace including but not limited to –

- Fire
- Lockdown and shelter in place
- Civil disturbance
- Medical incident
- Suspicious Packages
- Natural disasters (flood, bush fire, earthquake, lightning strike)
- Bomb threat
- Power failure/blackout
- Building damage
- Air contamination (e.g. asbestos, air conditioning)
- Chemical spill
- Aggressive/Violent/Armed intruder

3. EMERGENCY TRAINING

3.1 All workers (including Directors/Coordinators) are required legislatively and by Catholic Early EdCare to be provided in instruction in emergency procedures within 48 hours of commencing employment and this training is required to be repeated annually. This training is in accordance with the requirements of the Queensland Building Fire Safety Regulations 2008 and Australian Standard 3745.

3.2 This training is designed to provide all staff with the knowledge to assume the responsibility of being an evacuation coordinator.

3.3 This training is to be captured on the CEEC HS FORM Emergency Training Record (available on AI). Completed records are to be saved Service L Drive - \STAFFING\PERSONNEL E FILE

3.4 The CEEC HS FORM Emergency Training Record is to be completed in its entirety.

4. COMMUNICATING CHANGES TO THE CATHOLIC EARLY EDCARE EMERGENCY PLAN

4.1 Catholic Early EdCare Directors and Coordinator are required to provide instructions on any change to the CEEC HS Guide 2019 Emergency Plan and/or site specific guidelines to all persons within one month of the change taking offer

5. EMERGENCY MANAGEMENT – ADDITIONAL INFORMATION

- 5.1 Catholic Early EdCare Services are not permitted to edit or amend emergency response guidelines contained within the Catholic Early EdCare Emergency Plan and Emergency Response Guidelines.
- 5.2 Catholic Early EdCare Services are not permitted to source and secure the services of third party providers for emergency procedures training and/or evacuation diagrams.
- 5.3 Catholic Early EdCare will provide a qualified Fire Safety Advisor (FSA) who shall provide advice and guidance to all Services and workplaces. A trained and qualified FSA will review plans and response guidelines following any emergency, following a change to the facility and annually (in consultation with Services).
- 5.4 Catholic Early EdCare will develop procedures relevant to individual services in regards to who is responsible for each step e.g. collection of emergency kit. This will be conducted in consultation with service staff, as each staff member involved in an emergency is expected to know and understand emergency roles and expectations.

6. DIRECTOR/COORDINATOR RESPONSIBILITIES

- 6.1 Directors and Coordinators are required to -
 - Consider the recommendations of Catholic Early EdCare WHS and conduct emergency exercises monthly (e.g. 1 lockdown and 1 evacuation drill per month). It is the best practice recommendations of Catholic Early EdCare WHS that emergency exercises are conducted monthly additional to the requirements of Regulation 97.
 - Ensure exercises are conducted in accordance with the Education and Care Services National Regulations, Chapter 4 Part 4.2 Division 5 Regulation 97.
 - Ensure exercises include the Responsible Person at the time of the exercise, staff members, volunteers, parents/carers and children who are present at the Service on the day of the exercise and involve scenarios including but not limited to the range of different emergencies that can occur at a Service listed in point 2.1
 - Seek guidance and support from a qualified Fire Safety Advisor within Catholic Early EdCare or a WHS team member in matters relating to emergency management
 - Save all completed CEEC HS FORM Emergency Exercise form(s) on the Service L Drive – HEALTH & SAFETY\EMERGENCY MANAGEMENT\EXERCISE RECORDS
 - Ensure all sections of the form are completed in their entirety
 - Develop a working knowledge of the CEEC HS GUIDE CEEC Emergency Response Guidelines for emergencies in the workplace
 - Attend annually all Catholic Early EdCare provided emergency management training for Directors/Coordinators/Responsible Persons.

- Identify potential and likely emergency situations that are relevant to that workplace by completing the emergency risk assessment checklist contained with the CEEC HS GUIDE Emergency Plan and CEEC HS GUIDE Emergency Response Guidelines
- Risk Assessments to be completed on the current Risk Assessment Form (on AI)
- Request contractors entering into a Catholic Early EdCare workplace sign in and sign out via the CEEC Contractor Sign in register and are provided with a copy of the Centacare Contractor Induction Manual and an awareness of the emergency procedures for the workplace.

7. AREA MANAGER RESPONSIBILITIES

7.1 Catholic Early EdCare Area Managers are required to provide training to newly appointed Directors/Coordinators in emergency procedures within 48 hours of commencing employment. It may be possible that a Service based staff member, who has completed the Catholic Early EdCare Emergency Management Training, can provide the emergency training to the newly appointed Director/Coordinator.

8. SERVICE REQUIREMENTS

- 8.1 All Catholic Early EdCare Services are required to -
- Display Evacuation Signs and Diagrams throughout the workplace.
 - For OSHC Services where a Service occupies school/Parish space (i.e. a shared room), the Coordinator will be required to liaise with the School/Parish as to whether the evacuation diagram displayed is the School/Parish provided diagram, a Catholic Early EdCare provided diagram, copies both diagrams (or Catholic Early EdCare diagrams are displayed only during OSHC hours) and reach agreement with the school/Parish.
 - Display Emergency Contact numbers (CEEC HS FORM Emergency Contact Numbers) in the Service
 - Print/laminate and display CEEC HS FORM General Evacuation Response Guidelines and CEEC HS FORM Lockdown Response Guidelines. Lockdown guidelines to be displayed in staff areas and not public area i.e. office, staff room etc.
 - Maintain an emergency kit containing a first aid kit (which includes emergency medications Service epi-pen, Service asthma inhaler, portable battery back-up and iPad compatible charging cable), cellular iPad, charged powerbank and a mobile phone. Alongside this children's essentials (e.g. foot coverings, water, food etc.) should be in an accessible container (e.g. a basket).
 - Have available on site a completed CEEC HS Emergency Plan and CEEC HS Emergency Response Guidelines
 - Adopt the CEEC HS Emergency Plan and CEEC HS Emergency Response Guidelines provided by Catholic Early EdCare and implement at their workplace as appropriate. This

includes training the Responsible Person, staff members, volunteers and students in the response guidelines and providing children in the care of Catholic Early EdCare with sufficient guidance and understanding as deemed appropriate

- Complete the CEEC HS Form WHS Monthly Checklist
- Obtain a copy of the school/parish emergency plan and procedures to ensure Service plans and procedures are aligned with neighbouring facilities as appropriate. (For Services located on School/Parish grounds)
- Request and maintain an up to date copy of the School/Parish emergency plan (if relevant)
- Follow the emergency plan provided by the school/Parish when staff members are in an OSHC Services during non-contact hours/school operating hours
- Ensure Catholic Early EdCare supplied iPad with data are charged at all times and accessible in the event of an emergency. In the event of an emergency, the iPad with data is only to be retrieved if safe to do so.
- Use their discretion and make contact with their local fire authority and request their attendance once per annum to oversee an emergency exercise.
 - In Queensland this authority will be the Queensland Fire and Emergency Services
 - The role of QFES in this interaction is not to develop or request changes to procedures, but to observe and provide feedback only
 - The attending QFES personnel are required to complete QFES form Appendix A - Evacuation Practice Record (QFES Business Rule Community Safety Operations B2.2.2)
 - QFES personnel are required to utilise this form for the Services visit
 - Services are to request a copy of the completed form for their records
 - A copy of this form is available as Appendix 1 within this procedure
 - A qualified Fire Safety Advisor may also oversee an Emergency Exercise
- Following any workplace emergency a WHS Emergency Incident Form (Catholic Early EdCare HS FORM Emergency Incident Report) is required to be completed and submitted to Catholic Early EdCare via cccs.whs@bne.centacare.net.au, to Area Manager, and WHS Advisors.
- The Approved Provider has a requirement to notify the regulatory authority within 24 hours of the incident.

9. CATHOLIC EARLY EDCARE IPADS WITH DATA CARDS

- 9.1 Services with Catholic Early EdCare provided iPads with data cards may use the device to assist with accounting for children during an emergency. The following guidance is required to be adhered to -

- Directors and Coordinators are responsible for ensuring all staff at their Service have working knowledge of the procedure relating to the use of Catholic Early EdCare iPads with data cards
- The iPad must be as close to fully charged as possible at all times, never below 75% battery
- Fully charged powerbank with in the event that access to power for an extended time
- Services are also to access the childcare software, via the iPad for the list of all staff employed at the Service with relevant emergency contact details.
- The iPad is for use only in the case of an emergency or after approval from an Area Manager.
- In the case of a Service operating a single iPad it may be used off charge to sign children in, however immediately after sign in, the iPad must be returned to charge
- It is recommended the iPad remains within proximity of the emergency kit
- In the event of an emergency the iPad will be taken along with the emergency kit in accordance with the CEEC Emergency Response Guidelines (available on AI)
- The iPad is only to be retrieved in an emergency when it is safe to do so
- The iPad must remain in the provided red case, must be easily accessible and able to be removed with ease
- At all other times, the iPad is for use with the childcare software only
- In the event the Services experiences a loss in internet connectivity, Services will -
 - Contact ICT. If ICT are unable to resolve the connection problem the Area Manager must be contacted by the Service
 - The Area Manager will then need to approve the Service using hotspot. This will allow the computer to use the data card internet via the iPad
 - The Area Manager can then grant permission where necessary for the Service to be given RDS access to their L drive. ICT will need to set this up for the Service
 - The iPad connection can also during this time be used to hotspot to other iPads
 - The iPad must remain on charge during this time

10. SUPPORTING DOCUMENTS

- 10.1 CEEC HS FORM Bomb Threat Checklist
- 10.2 CEEC HS FORM Emergency Exercise Record
- 10.3 CEEC HS FORM Emergency Contact Numbers
- 10.4 CEEC HS FORM WHS Monthly Checklist
- 10.5 CEEC HS FORM Emergency Incident Report
- 10.6 CEEC HS FORM Emergency Training Record
- 10.7 CEEC HS GUIDE CEEC Emergency Plan
- 10.8 CEEC HS GUIDE Emergency Response Guidelines

10.9 CEEC HS FORM General Evacuation Response Guidelines

10.10 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

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
Worker	A worker is a person who carries out work in any capacity for a person conducting a business or undertaking. This includes work as an employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned to work in the person's business or undertaking, an apprentice, student or volunteer.
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 <ul style="list-style-type: none"> ▪ 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 - <ul style="list-style-type: none"> ▪ 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 is valid in all jurisdictions.

12. RECORD KEEPING

- 12.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and
- 12.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 12.3 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).
- 12.4 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.
- 12.5 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.
- 12.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.
- 12.7 The following records relating to emergency management are required to be stored on the relevant Catholic Early EdCare workplace or Service L drive under the WHS folder (subfolder Emergency Management)
 - Emergency Incident report
 - Witness statements
 - All Police/Emergency Service documentation provided
 - Minutes taken during any incident debrief
 - Fire Alarm notification forms
 - Fire and Emergency training records
 - Emergency evacuation and lockdown exercise records
 - Firefighting equipment servicing/maintenance and log books/testing records

APPENDIX 1: QFES FORM APPENDIX A

Appendix A



Evacuation Practice Check List

Date:

Address:

Floor/Area:

Evacuation Coordinator's Name:

Evacuation Sequence	OK	Comments
Alarm sounded		
Warden(s) respond		
Warden(s) check floor or area		
Evacuation commenced		
Warden(s) report floor or area clear		
Persons with disabilities accounted for		
Arrive at assembly area/safe place		
Warden(s) check personnel present (where appropriate)		
Evacuation completed		
Exercise terminated		

Time Commenced: Time Completed:

Observer (Print name):

Signature: