



Emergency Management Policy

Rationale

The effective and efficient management of emergency incidents is critical to the safety and well being of staff and guests, as well as essential in minimising damage to Chalet property.

The duty of care attributed to Chalet personnel requires that all reasonable steps be taken to protect guests from risk of personal injury that could reasonably have been foreseen.

Purpose

The purpose of this policy is to maintain an emergency management plan which describes actions to be taken during or following an emergency.

Definition

Emergency management: Emergency management provides a process to protect the safety of guests and staff. There are 4 accepted components of emergency management – preparedness for an emergency, prevention of possible disasters, response to emergency situations and recovery procedures.

Emergency: An emergency is the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person or damage to property. In the Chalet context, an emergency includes incidents which occur on-site.

Evacuation: the removal of persons or things from an endangered area.

Containment: containing persons in a safe area in times of endangerment. i.e. “Lock down”

Implementation

Planning

The Chalet is required to maintain a current Emergency Management Plan which clearly describes how it will respond during an emergency to ensure the ongoing safety of staff and guests. The emergency management plan describes actions to be taken before, during and following an emergency. The Manager will ensure that staff and guests know what the plan contains, and through the provision of appropriate training, what they are required to do during an emergency.

The safety of staff and guests will always be the prime focus of the emergency management plan.

Evacuation assembly areas should be identified in the Chalet’s emergency management plan to cater for long duration evacuation and should include sites that are well beyond the Chalet grounds. In the case of a hazardous materials incident guests may have to be evacuated up to a kilometre from the Chalet and be supervised there for several hours.

Details should be recorded concerning any guest who is released into the care of a parent or guardian during an emergency.

One pre-announced and one unannounced emergency evacuation/containment drill will occur each year.

Adequate counselling and trauma support is available when required.

Incidents which occur during school camps, excursions or outdoor adventure activities, which occur during travel to or from Feathertop Chalet, involve the media, or issues for potential negligence or legal liability must be reported consistent with the Catholic Education Office, Sandhurst, Emergency Management Policy.

EVACUATION PROCEDURES:

- Evacuation plan must be displayed in each accommodation room, common room and recreation room.
- When an emergency occurs guests will be directed to the emergency evacuation point beside the entrance to the tennis courts on the southern boundary of the property – do not allow guests to return for bags etc.
- Guests to be assembled at designated assembly point in an organised and orderly manner
- In the case of a school camp, Teacher in-charge to check all children are accounted for and take the school role or use camp accommodation list for the same purpose.
- Office staff to contact appropriate emergency services.
- When emergency is over, guests to be allowed to return to accommodation lodges in an orderly manner (if safe to do so) and some reflective discussion on the emergency MAY take place.
- If school camps are being undertaken and as deemed necessary, the teachers will contact parents.

CONTAINMENT PROCEDURES FOR SCHOOL GROUPS:

- When an emergency occurs that requires school groups to remain at the Chalet, teachers will ensure they are kept calm through quiet activities within the room.
- Teacher to check no child has left the nominated room/s by checking the school role or accommodation list.
- Office staff to contact appropriate emergency services.
- When emergency is over, children to be remain in nominates room/s (if safe to do so) and some reflective discussion on the emergency MAY take place.
- As deemed necessary, the Principal and staff will contact parents

Evaluation

This policy will be reviewed as part of the Chalet's five year review cycle or as required.

EMERGENCY MANAGEMENT ACCIDENT/INCIDENT REPORT

Return Completed Form To General Manager 22 Bon accord track Harrierville 3741 VIC	Email:management.feathertop@westnet.com.au Facsimile: 03 57592690 Telephone: 03 57592688 Mobile: 0438 592688
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Type of Incident	
e.g. Assault off site or onsite, Motor vehicle or bus accident, Theft, Stranger alert, Fire	

Group Details			
Name		Suburb	
Address		Postcode	
Telephone		Facsimile	
Reported by		Position	
Region		File No	<i>Office use only</i>

Accident / Incident Details			
Incident Date		Incident Time	
Report Date		Report Time	
Location			
Details of Accident / Incident			
Description of Perpetrator or Cause			

Agencies Notified					
Police	<input type="checkbox"/>	Ambulance	<input type="checkbox"/>	Fire MFB/CFA	<input type="checkbox"/>
EM DE&T	<input type="checkbox"/>	CEO	<input type="checkbox"/>	Other	<input type="checkbox"/>