

Emergency Management

Policy Statement

Meerilinga will ensure that arrangements are in place to respond appropriately in an emergency. Providing a healthy and safe environment, where in the event of emergencies, workers are prepared to take control without putting themselves or anyone else at risk and to ensure as far as possible the safety and wellbeing of each child and adult present.

Meerilinga is committed to ensuring that appropriate processes are in place to effectively identify and manage emergency situations, and that any subsequent evacuation, lockdown and medical procedures are implemented and routinely rehearsed.

Policy Purpose

Meerilinga has a duty of care to maintain the safety and wellbeing of each child, workers, students and all persons using or visiting the service. This policy sets the minimum standards required to ensure that a clear, consistent and comprehensive approach to emergency management is undertaken across all Meerilinga services.

This policy was developed in accordance with the requirements under the:

- Work Health and Safety Act (WA) 2020
- Work Health and Safety (General) Regulations (WA) 2022
- Education and Care Services National Law (WA) 2012
- Education and Care Services National Regulations 2012
- Standards Australia - 3745-2010 Planning for Emergencies in Facilities
- Safe Work Australia - Code of Practice for First Aid in the Workplace

Scope

This policy applies to the Board of Governors, Executive, all workers, volunteers, students, user groups and those employed on a fee for service or contract basis while conducting Meerilinga business.

Exclusions

Policy Review

Biennial or from time to time when the organisation makes changes to this policy to improve the effectiveness of its operations.

Policy Reviewed	15 August 2024	By	Advisor Policy and Compliance
Approved By	Chief Executive Officer		
Previous Review	8 July 2022		

Implementation

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to children and adults, or damage to the service premises.

Meerilinga will identify risks and hazards of emergencies, plan for their reduction or minimisation and continual review of actions around managing these situations including:

- Conducting ongoing risk assessment and reviews of all potential emergencies that include evacuation, lockdown and medical emergency situations.
- Develop specific procedures around each potential emergency situation and ensure full awareness by all workers through the provision of professional development training.
- Ensure regular rehearsal and evaluation of emergency procedures.

Emergency Management Plan

The Emergency Management Plan provides details on how Meerilinga will prepare and respond to emergency situations at each service location:

- **Emergency Controls:**
 - Policy and process.
 - Risk assessment and management plans.
 - Emergency and evacuation site plans.
 - Emergency rehearsals.
 - Emergency equipment testing.
 - Emergency procedure training.
- **Emergency Personnel**, those who have specific roles or responsibilities under the emergency plan.
- **Emergency Procedures**, including:
 - An effective response to an emergency
 - Evacuation, lockdown and medical emergency procedures
 - Notifying emergency services at the earliest opportunity
 - First aid, medical treatment and assistance
 - Effective communication between the person delegated to manage the emergency response and all adults and children at the premises.
 - Notifying Regulatory Authorities as required

Risk Assessment and Management Plans

We are committed to identifying risks and potential hazards of emergency situations by conducting thorough risk assessments and continually planning for further risk minimisation and improvement to our policy and procedures.

When preparing for emergency situations relevant to the service and its location, risk assessments for the following are conducted to:

- Identify potential emergencies, and
- Determine safe emergency assembly areas
- Sleep and Rest
- Excursion and Transport

Detailed risk assessment and management plans, including control measures are developed by the nominated supervisor, in consultation operational advisors, educators and other workers co-located within the service.

A review of the risk assessments is conducted at least every 12 months and as soon as practicable after becoming aware of any change in circumstances. Through this process, the nominated supervisor may seek advice about emergency and evacuation procedures from local emergency services or building fire safety advisor.

Potential Emergencies

Identified internal or external circumstances or threats under which an emergency situation may occur include, but not limited to:

- Fire or smoke in building or bush
- Severe weather conditions *eg: heat, rain/hail storm, dust storm, high winds, flood*
- Natural disaster
- Gas leak, explosion
- Unplanned power outage or electrical hazard
- Water leak or flood
- Bomb or suspicious object
- Chemical spill
- Dangerous animal, insect or reptile
- Missing child
- Unauthorised person / collection
- Personal threat / intruder
- Medical emergency *eg: anaphylaxis or asthma*
- Outbreak of infectious disease
- Death of an adult or child

Emergency Assembly Areas

Assembly areas are designated safe areas where individuals can congregate following an emergency evacuation or full lockdown.

The strategic selection of these areas through risk assessment is crucial for the seamless execution in emergency situations, highlighting the need for accessibility, safety and capacity considerations.

A second stage assembly area will be identified in the event that the first assembly area becomes unsafe.

Emergency and Evacuation Site Plan and Instructions

The emergency and evacuation site plans and instructions are displayed in a prominent position in the foyer and near each emergency exit at premises.

This plan includes:

- Instructions for workers managing emergency and other workers at the service.
- Illustration map of the floor plan and perimeter boundaries.
- Legend with location of fire protection, first aid and emergency equipment such as evacuation bag, telephone, external gate keys and whistle alarm.
- Emergency exits.
- Emergency assembly areas.
- Gas, power and water mains for emergency shut off.
- Contact numbers for emergency services or other authority relevant to specific emergency situations.
- Emergency situation rehearsal record for evacuation, lockdown or medical emergencies each month.

Australian Warning System

Western Australia has adopted the Australian Warning System (AWS), a nationally consistent, three-tiered approach designed to make warnings clearer and lead people to take action during emergencies like bushfire, flood, storm, extreme heat and severe weather. The warning system comprises of levels, action statements, hazard icons, colours and shapes [WA Warning levels and action statements](#)

This plan and instructions are reviewed every 12 months and as soon as practicable after becoming aware of any change in circumstances or details.

Emergency Rehearsal

All Meerilinga service locations will conduct emergency rehearsals every month, by a person delegated to raise the emergency. Rehearsals will occur without notice and at various times of the day and week.

Management will ensure an evacuation, lockdown and medical emergency is rehearsed once every three months and simulates different emergency scenarios as determined by the identified potential emergencies for the service.

All children and adults present in the service at the time of the emergency rehearsal, must participate.

Emergency rehearsals are documented and include the date, time, how many people in the building according to the staff roster and attendance registers, how many people participated, the time it took to carry out, what was the simulated emergency conditions, any problems encountered, weather conditions including evaluating worker performance and feedback. This record is kept for a minimum of three years.

Emergency Equipment

All Meerilinga service locations will have emergency response equipment installed and ensure it's maintained in a functional state of readiness at all times.

Emergency equipment includes, but not limited to:

- Fire extinguishers and blankets
- Fire hose
- Illuminated emergency exit lighting
- Smoke detectors
- RCD protection
- Electrical test and test
- Evacuation alert eg: whistle

Meerilinga together with location building owners will have a record of regular inspection and testing of all emergency response equipment, in accordance with Australian standards, manufacturer's instructions, industry standards and relevant building codes.

Emergency Procedures Training

Meerilinga workers are adequately trained in emergency procedures through induction, refresher training and for individuals who have a role in an emergency eg: location responsible persons, wardens and first aid officers.

Training may include practising various emergency situations, identifying assembly points, location and use of emergency equipment and first aid arrangements.

Workers have access to a current copy of the emergency procedures.

Procedure	
Procedure Owner	Advisor Policy and Compliance
Effective Date	15 August 2024
Previous Review	8 July 2022

Procedure Details	
	Description
1.	<p>Evacuation</p> <p>An emergency evacuation is an immediate and urgent movement of people away from a threat or actual occurrence of a hazard, and evacuation from the building and outside the perimeter boundary is necessary.</p> <ol style="list-style-type: none"> Whoever finds the emergency situation sounds the alarm (3 Short Whistle Blows) and notifies the location Nominated Supervisor (NS) or Responsible Person (RP) in their absence. NS or RP to call 000 stating name and address and nearest cross street. Advise students and workers of the nominated assembly area. Delegated person collects emergency bag, first aid kit, emergency contact list, mobile phone and attendance records for children and adults. Gather children and calmly walk to the nearest EXIT and proceed to nominated assembly area. All available adults to assist with babies, young children and non-ambulant people. If possible, close windows and doors as exiting. Check attendance when gathered at assembly area. Administer First Aid where necessary. Reassure children and remain calm. From the assembly area the NS or RP continues to liaise with emergency services and other local authorities or agencies. Contact families or emergency contacts and CEO. Remain at assembly area until advised by emergency services that is safe to return to the building. NB: If families or emergency contracts are not able to reach the evacuation area due to the emergency situation contact the CEO - 0436 361 521. Complete Incident Report and notify Regulatory Authorities as required.
2.	<p>Lockdown</p> <p>A lockdown is action taken when there is a perceived or imminent threat to the life, health, safety or wellbeing of children and adults from an internal or external source.</p> <ol style="list-style-type: none"> Whoever finds the emergency situation sounds the clear verbal alert (Code Yellow)

Procedure Details

	Description
	<ul style="list-style-type: none">- Shelter in Service or Full Lockdown. Notify the location Nominated Supervisor (NS) or Responsible Person (RP) in their absence. <ol style="list-style-type: none">2. Move children and adults calmly but quickly indoors or to assembly area:<ul style="list-style-type: none">• Shelter in Service - potential threat outside that individuals need to be protected from or prevent entering the building eg: severe storm, dangerous animals or insects.<ul style="list-style-type: none">- Children and adults participate in the usual programmed activities indoors.• Full Lockdown - situations that involve serious threats eg: Intruder, personal threat.<ul style="list-style-type: none">- Children and adults move to closest emergency lockdown assembly area. Workers lock external doors, windows and where possible, close blinds.3. NS or RP calls relevant authority / agency eg: snake catcher for non-urgent incident or 000 for a serious incident.4. Delegated person collects emergency bag, first aid kit, emergency contact list, mobile phone and attendance records for children and adults.5. All available adults to assist with babies, young children and non-ambulant people. Check attendance when gathered at assembly area.6. From the assembly area the NS or RP continues to liaise with emergency services and other local authorities or agencies.7. Administer First Aid where necessary. Reassure children and remain calm. If required, NS or RP to delegate a communications person to contact families or emergency contacts and CEO to advise them of the situation.9. Remain in Lockdown until advised by NS, RP or emergency services or agencies that it's safe. Contact families or emergency contacts and CEO.10. Complete Incident Report and notify Regulatory Authorities as required.
3.	<p>Medical Emergency</p> <p>A medical emergency is defined as a serious and unforeseen situation that has been caused by a sudden illness or injury, requiring urgent medical attention.</p> <ol style="list-style-type: none">1. Whoever finds the medical emergency situation, call out for the nearest qualified first aider on duty at location and commence medical emergency response relevant to the type of medical emergency eg: asthma, anaphylaxis, injury.2. Delegated person to call 000 stating the medical emergency, name and address and nearest cross street.3. Notify the location Nominated Supervisor (NS) or Responsible Person (RP) in their absence.

Procedure Details

	Description
	<ol style="list-style-type: none"><li data-bbox="344 277 1490 344">4. Other children and adults not involved in the emergency are moved to another area away from the situation.<li data-bbox="344 367 1490 434">5. Delegated person to contact parent / guardian or emergency contact and inform of the situation.<li data-bbox="344 456 1118 490">6. NS or RP to continue to liaise with emergency services.<li data-bbox="344 512 1490 647">7. Where a child will be taken by ambulance to hospital and the parent / guardian have not arrived at the service location, if approved by emergency services, a familiar Meerilinga worker known to the child will accompany them in the ambulance to the hospital until the parent / guardian arrives.<li data-bbox="344 669 1326 703">8. Complete Incident Report and notify Regulatory Authorities as required.