



**Maldon
Neighbourhood
Centre Inc**
Friendship & Learning

The Maldon Neighbourhood Centre Occasional Childcare

Emergency Management Policy

RATIONALE: Planning and practicing for an emergency situation is paramount in order to maintain optimum safety amongst children, families and staff. Regular discussions and drills assist in clarifying roles and highlighting any concerns. This is crucial for reducing possible stress amongst staff and children in the event of an emergency situation.

AIM: To familiarise all staff, children and families of the Emergency Management Plan.

PROCEDURE:

Maldon Neighbourhood Centre Occasional Care defines 'emergency' as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the service's environment.

Possible risks include but are not limited to:

- Bushfire
- Intruders (animal or human)
- The involvement of firearms or other weapons
- Structural damage
- Natural disasters such as a flood, thunderstorm or earthquake.

This may result in staff enacting our Emergency Management Plan.

A copy of our Emergency Management Plan is readily available for staff and families to read. During session times, this is to be kept near the Sign In book. Becoming familiar with this plan is crucial, as it highlights individual and group roles in the event of an emergency. This plan is reviewed bi-annually or as necessary.

Staff will conduct regular drills. These are to be carried out at least once a term and documented. Drills should be random and involve different scenarios where possible.

In the event of an emergency, the person in charge of Maldon Neighbourhood Centre Occasional Childcare must ensure that all children are accounted for and the Emergency Management Plan is adhered to.

Policy Reference Number: POLOCC2016011

Date of endorsement: 2 November 2016

Date last reviewed: 23 March 2021

Date for next review: 23 March 2024

Please note that Maldon Neighbourhood Centre will be closed on days declared Code Red as per the Code Red Fire Danger Rating Policy. Attempts will be made to notify parents via email as soon as practicable. Please listen for media releases and check emails during times of extreme heat conditions.

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