



**Maldon
Neighbourhood
Centre Inc**
Friendship & Learning

EMERGENCY MANAGEMENT PLAN

INTRODUCTION

The Committee of Management of the Maldon Neighbourhood Centre have produced this Emergency Management Plan (EMP) as part of our commitment to the safety and wellbeing of all individuals (staff, volunteers and community) using our site.

The aim of the Emergency Management Plan is to reduce the potential for injury and loss to life and property which could occur at this location by the application of “good practice” risk management principles, standards and procedures.

The Emergency Management Plan will be reviewed annually by the Maldon Neighbourhood Centre Committee of Management to ensure relevance and to ensure that all users of the plan are informed and skilled in their respective roles during emergency situations.

The Maldon Market and Occasional Childcare services have individual EMPs.

CONTENTS

1. Emergency Evacuation Procedures and Site Map
2. Roles & responsibilities table
3. Threat to Personal Safety Procedure
4. Child Abuse Reporting Procedure
5. Risk Assessment
6. Code Red Fire Danger Rating Policy
7. Occupational Health & Safety Policy
8. Incident Reporting and Investigation Procedure and Incident Template
9. Material Data Safety Sheets
10. Emergency Management Training Register
11. Occasional Childcare Service Emergency Management Plan
12. Maldon Market Emergency Management Plan
13. Community Lunch Emergency Management Plan

TRAINING

The Centre Coordinator will be responsible for delivering EMP Induction training to new staff and volunteers and providing further opportunities for training relevant to emergency management. EMP Induction training will involve familiarisation with the Emergency Management Plan, including incident reporting and discussion of most likely scenarios. Completion of all training relevant to emergency management will be recorded in the Emergency Management Training Register.

DRILL SCHEDULE

Drills will be conducted four times per year. With an additional four drills conducted in the Occasional Childcare service. Completion and outcomes will be reported to the Committee of Management via the Coordinator’s monthly report.

Policy Reference Number: POL2017001
Date of endorsement: 17 October 2017
Date last reviewed: 14 September 2021
Date for next review: 14 Sept 2024



AUTHORITY

The Committee of Management of the Maldon Neighbourhood Centre has given the Coordinator the authority to implement the provisions of the Emergency Management Plan.

LOCATION OF EMERGENCY MANAGEMENT PLAN

The Emergency Management Plan is available for all relevant users of the Neighbourhood Centre and is kept in the following locations:

'Essential Services' box (red) by back door of Centre

Policy folder (yellow) bookshelves in classroom

Soft Copy: Desktop, Coordinator's Computer

Website: www.maldonnc.org.au/home/policies