Katherine Isolated Children's Service Inc
(K.I.C.S)

Emergency Policy

Policy Number 3

Link to Documents
Occupational Health and Safety Policy
Accident / Incident Report
Field Team Guidelines
Emergency Phone Contacts

Policy statement

- K.I.C.S has a duty of care to provide all persons[1] with a safe and healthy environment.
- The service 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. It is a risk to an individual's health and safety.
- The Emergency Policy is important not only for children, families and staff, but relates to every person who enters the service's premises or a Playgroup.
- The emergency events or situations the service's Emergency Policy identifies and responds to are:
    - fires and/or bushfires
    - missing child
    - natural disasters, such as a flood, cyclone, thunderstorm or earthquake
    - vehicular accident.
- It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the service's Emergency Policy, procedures and practices.
- The service also complies with Occupational Health and Safety (OHS) National Standards, codes of practice, Australian Standards and best practice recommendations from recognised authorities.
- The procedures relating to the Emergency Policy are clearly labelled and displayed in the service for all stakeholders to read.

Rationale

- As a unique organisation K.I.C.S staff and families have a fairly unique set of concerns in terms of safety and emergencies. This policy and the following procedures have been implemented in an attempt to minimise harm and injury to K.I.C.S staff, families and visitors.
- It is impossible to predict all emergencies; to this effect K.I.C.S has implemented strategies for a number of expected, possible emergencies.
- K.I.C.S abides by the 'Work Health and Safety (National Uniform Legislation) Act 2011.
- The strategies, procedures and practices documented in the Emergency Policy reflect the service's OHS Policy.

Responsibilities of different stakeholders

- It is understood that at all times staff, parents/carers, visitors will behave in the best interests of public safety.

[1] For the purpose of this policy, 'persons' include children, families, educators, management, coordination unit staff, administrative staff, students, volunteers, visitors, local community or school community.

Strategies and practices

Fire Safety – K.I.C.S Office

Procedure – K.I.C.S Office

- Assess the danger prior to doing anything.
- Locate the source of the fire.
- Locate any people.
- If it is safe to do so, assist anyone in the vicinity of the fire away from danger.
- If it is safe to do so, remove all people from the building.
- Once outside do a head count.
- Notify the authorities by calling 000, provide details such as building location, location of fire, size, cause and type of fire (if known), any people remaining in the building.
- If safe to do so, attack the fire with the correct extinguisher or fire hose.

Fire evacuation plan – K.I.C.S Office

- Look for 'EXIT' signs; vacate the building out of an exit door.
- EXIT doors located
    - at the front of the K.I.C.S office
    - through the kitchen door and in the cinema section of the building.
- 'Assembly Area' is the car park between the K.I.C.S office and the Stuart Hotel.

Fire extinguisher/hose location – K.I.C.S office

- fire hose located at the front of the K.I.C.S office on the eastern wall
- fire extinguisher located in the 'kitchenette' on the wall next to the right of the entrance.

Fire Safety – Playgroups

Procedure – Playgroups

- Assess the danger prior to doing anything.
- Locate the source of the fire.
- Locate any people.
- If it is safe to do so, assist anyone in the vicinity of the fire away from danger.
- If it is safe to do so, remove all people well away from the fire.
- Do a head count.
- Notify the authorities by calling 000, provide details such as building location, location of fire, size, cause and type of fire (if known), any people remaining in the building.
- If safe to do so, attack the fire with the correct extinguisher or fire hose.

Fire evacuation plan – Playgroups

- Field Teams are to assess each venue daily and predetermine an 'Assembly area' in case of an emergency.
- Field Teams are to calmly assist any Playgroup participants to vacate the area and wait in the 'Assembly Area'.

Fire extinguisher/hose location – Playgroups

- Fire extinguisher located inside the K.I.C.S vehicle.

Missing Child

- While K.I.C.S are not directly responsible for children utilising our service, there remains a 'duty of care' (see OHS Policy) to provide a safe working (and playing) environment. To this end K.I.C.S staff will always keep an eye on children.
- Parents/carers are requested to notify K.I.C.S staff when they are leaving a Playgroup to prevent unnecessary stress and false alarms of missing children.

Procedure

- Ensure the safety of all other children.

- As soon as it is noticed that a child is missing K.I.C.S staff are to alert the responsible parent/carer.
- Check with parent/carer of the whereabouts of the child.
- Do a search of the area/venue to locate the child.
- K.I.C.S staff to find out when and where the child was last seen.
- K.I.C.S staff do another thorough search of the area/venue
- If the child is still not found K.I.C.S staff are to contact the Police.
- Once police are notified, K.I.C.S staff to contact the Program Coordinator.
- Program Coordinator to notify the Chairperson
- K.I.C.S staff to assist the parent/carer and other Playgroup attendees to remain calm.
- K.I.C.S staff to cooperate fully with the Police.
- Summary of the incident to be written up on an 'Accident / Incident Report'.

Natural Disaster

Flooding

- K.I.C.S office is located in a flood prone section of Katherine township.
- K.I.C.S flooding policy reverts to the 'Flood Safe Katherine' brochure produced by the NT PFES (see www.emergency.nt.gov.au)

Procedure

- In the event of a 'Major Flood Warning' K.I.C.S staff are to firstly ensure the safety of themselves, family and personal effects.
- Once personal affairs are in order K.I.C.S staff are to prepare the K.I.C.S office for a flood.
- Storage of K.I.C.S resources, documents and equipment in the case of an emergency is the old Brumbies storeroom, in the stair well (right-hand side, first landing) of the Cinema building.
- Priority order of resources etc are as follows:
    - Main computer to be backed up to an external hard drive;
    - Items to be taken to the emergency store room:
        - External harddrive/s used for back up
        - Program Coordinator's laptop
        - Business Manager's laptop
        - K.I.C.S library
        - K.I.C.S archive boxes
        - Program Coordinator's files and library
        - Playgroup photos
        - Computing equipment
        - Any other equipment and resources as time and space allows.
- K.I.C.S cars and trailers are to be taken to the Vehicle Compound that will be established at Crawford St.
- Staff are to listen to flood warning advice.
- Official NT PFES Information and advice overrides K.I.C.S Flood Strategy at all times.
- In the event of the office / Playgroup storeroom being flooded, K.I.C.S staff are to contact the Program Coordinator once flood waters have dropped to establish clean up procedures.

Vehicular Accident

Procedure

- At the scene of an accident, K.I.C.S staff to call an ambulance if any person is seriously injured.
- Dial 000 or if using a mobile phone dial 112, or dial the closest Police Station on the landline (see Emergency Phone Contact list).
- Phone the Program Coordinator and have them contact 000.
- **If using the Satellite phone, dial a landline, the usual Satellite phone emergency does not work from our satellite phones.**
- If it is necessary and you are capable to do so, administer first aid as necessary and wait for further contact.

- Keep the Satellite phone switched on
- Record the full names, addresses, workplace details, telephone numbers, insurance and registration of all drivers, passengers, witnesses and the other vehicles involved in the accident.
- No discussion should be entered into whatsoever as to the negligence of either party.
- The Program Coordinator is to be advised as soon as possible after the accident so that the necessary insurance arrangements can be made.
- An Accident / Incident Report is to be completed as soon as possible.

Risk management strategies

- All K.I.C.S Field Teams are to complete a 4WD course, as soon as possible after beginning their contract.
- All K.I.C.S staff are to complete and maintain a current 'Senior First Aid Certificate'.
- All Field Teams are to complete and maintain a current 'Remote First Aid Certificate'.
- Field Teams are to consider road conditions before embarking on a bush trip.
- Field Teams with concerns about road / travel conditions are to bring these up with the Program Coordinator.

Sources

- NT PFES http://www.pfes.nt.gov.au/ ; www.emergency.nt.gov.au

Policy created date	26th July 2012	
Policy review date	August 2026	
Signatures	Name_____	Position _____
	Signature _____	
Signatures	Name_____	Position _____
	Signature _____	