POLICY

The purpose of this policy is to ensure that Bestlife Respite Care have the necessary procedures implemented within the organisation that can manage an emergency or disaster that may occur within the organisation during a respite. This ensures that any potential risks to the health, welfare and safety of participants are considered and alleviated, and ensures that any exposure to risk is minimised and continued, to participants in an emergency or disaster.

PROCEDURE

In the case of an emergency or disaster the following procedures are to be followed;

The shift supervisor is the leading person of responsibility in an emergency or disaster.

The shift supervisor is to contact the **management team 0438633362** and **emergency help 000** immediately and announce the emergency or disaster and circumstances.

Management Team will attend the scene immediately.

The shift supervisor is to organise staff to gather the children at a safe distance from any unsafe situation but closest to the exit points of the premises and do a head count and tick off their names against the shift list. Date, time and sign off the headcount.

Once everyone is accounted for, the shift supervisor is to delegate staff to lead the children out to the emergency evacuation point. Once everyone arrives and is seated at the emergency evacuation point, another head count is to be conducted and ticked off against the children’s names again. Date time and sign off the head count.

The shift supervisor is to organise or get the medications, Red Folder containing medication register and all other registers and forms, emergency and disaster pack and first aid kit prior to joining everyone else at the emergency evacuation point.

At the emergency evacuation point the shift supervisor is to check the health and safety of all children and staff and act accordingly. There are blankets, water and food in the emergency and disaster pack to keep people warm, hydrated and fed. Staff are to utilise these items as needed by children and all staff.

The shift supervisor is then to record the events in the emergency and disaster form and register. The forms and register are in the emergency and disaster pack.

The shift supervisor is to contact management as soon as practicable to report with an update of the unfolding of the events, if the management aren’t already present.

All the paperwork is to be kept together, the headcount, shift notes, emergency and disaster form and registers in a safe place for referral too at a later date. If there was first aid administered or first responders called, all paperwork will need to be completed and kept together with the other paperwork.

**All parents/carers will also need to be advised, this is to be done by the management team after the children have been removed to the emergency evacuation point and any necessary first aid completed and the children are comfortable. If any of the children are removed by first responders and taken to the hospital, the shift supervisor is to let management know immediately, if they are not already at the scene, so management can alert the carer/parents to meet their child at the hospital with a health report of their child.**

Once the emergency or disaster has been finalised and first responders have declared the area safe and given the go ahead to re-occupy the premises, then the shift supervisor is to escort all children and staff back into the premises or **if the first responders declare the premises are unsafe the shift supervisor is to notify management team immediately if they are not already at the scene who will organise transition of children home.**

QUALITY INDICATORS

Quality Indicators How Bestlife Respite Care will monitor this plan.

• Measures are in place to enable continuity of supports that are critical to the safety, health and wellbeing of each participant before, during and after an emergency or disaster. When an emergency or disaster occurs the Management Team will meet and determine which supports are critical to the safety, health and wellbeing of each participant before, during and after an emergency or disaster and document this information in our management staff meeting minutes.

Staff and Shift Leaders will be invited to a planning meeting to outline the specific step by step requirements needed for each participant to prepare for and respond to the emergency or disaster, what changes are required for the participant supports, how to quickly make changes as required, communicate changes to the participants and their network supports.

GOVERNANCE & OPERATIONAL MANAGEMENT EMERGENCY & DISASTER MANAGEMENT

• Explain and guide how the governing body in this case the Management Team will respond to, and oversee the response to, an emergency or disaster. The governing body will guide how they will respond to and oversee the emergency or disaster.

• Mechanisms are in place for the governing body to actively test the plans, and adjust them, in the context of a particular kind of emergency or disaster. The Body of Directors will ensure a review of the plan occurs annually adjusting the plan as required with new information around potential emergencies and disasters that might impact the organisation, its staff, its operations and participants.

• There will be periodic review points to enable the governing body to respond to the changing nature of an emergency or disaster. Review points are annually in line with other reviews that occur in the organisation for continuous improvement.

• The governing body regularly reviews the plans and consults with participants and their support networks about the reviews of the plans.

• The governing body communicates the plans to workers, participants and their support networks.

* Each worker is trained in the implementation of the plans. The Governing Body will upload the Plans to the Bestlife Respite Care website www.bestliferespite.com.au and will require staff to read the plans as part of their initial and ongoing training annually.