

SHARP

Policy for Natural and Man-made Emergencies

Purpose

In an emergency, the safety and well being of the children, staff, visitors and parents attending the centre is paramount

1. The Manager or Coordinator (or in their absence or incapacity) the Programme Supervisors have the authority to close the programmes when they deem it necessary. Parents will be advised of closure as soon as possible by telephone and/or through local radio stations.
 2. All staff/ volunteers are aware of the SHARP's emergency policy and response plan, its content and locations.
 3. Copies of the policy and response plan are kept in the Policy and Procedures folders, which are located at the sign in desks and the SHARP office.
 4. Fire drills are practiced once a term for After School Programmes and once a fortnight during the holiday programme. The Coordinator is responsible for organizing the drill. The designated assembly area is to be known by all staff and children. Fire evacuation procedures, routes and assembly points are clearly marked on a premise map and displayed in a prominent place. (See fire procedures)
 5. Earthquake drills are practiced once a term for After School Programmes and once during the holiday programme. (See earthquake procedures)
 6. All staff are responsible for knowing the location of survival/evacuation items including:
 - a. Daily roll
 - b. Emergency policy
 - c. First aid kit
 - d. Civil defence emergency kit
 - e. List of names and contact details of parents/guardians
 - f. Spreydon back up Water supply
 7. The Manager, Coordinators and Supervisors are required to hold a current first aid certificate
 8. Attached to the Daily Roll clipboard is:
 - A copy of Spreydon Baptist Church site and evacuation plan
 - A list of important names and phone numbers.
 9. The name of our nearest Civil Defence Sector Post is West Spreydon School.
 10. The Manager/ Coordinator or in their absence the appointed Supervisor is to be the emergency response Coordinator. The Coordinator will wear a fluro vest which is kept by the door in the SHARP office.
- Safety Maintenance procedure for equipment – Man made emergencies**
11. The Supervisor of each programme will check all equipment, toys and games for safety and wear once a term and once during the school holidays.
 12. Volunteers will report any damaged or unsafe equipment to the Supervisor anytime it comes to their attention.