

Emergency Management & Security Policy

Policy

The safety of children and people attending events & meetings is the foremost concern of the MNA in the event of an emergency. MNA and its subcommittees will have procedures in place to minimise risk in the event of an emergency.

Executive Summary

The purpose of this policy is to ensure that Sub committee Chairs and Coordinators of events act in the interest of children and visitors in the event of an emergency. Sub committee leaders and Event Leaders should ensure that they have familiarity with the polices and the procedures within the context of their own situation or event.

Procedure – Communication with Media

1. No member of staff, subcommittee leader or Event Coordinator is allowed to communicate to the media or express personal views through social media outlets.
2. The MNA Chairperson is the only authorised point of contact for all media enquiries.
3. All requests for information must be referred to the MNA Chairperson.

Procedure – Catastrophic Weather Warning

1. The MNA Board will receive advice from the relevant state authority on the impact of severe weather on any event. An Event Coordinator should check all weather events and warning before an event.
2. Parents/participants will be advised either by email, the MNA website, phone, or SMS regarding the impact of weather warnings on the event.
3. The MNA Board or their delegate e.g. Subcommittee Chair or Event Coordinator will be responsible for assessing the event site for normal use after the catastrophic weather warning has finished.

Procedure – Planning of offsite activities at risk of bushfires

1. Please refer to the [Risk Assessment & Offsite Activity Policy](#) for information relating to the risk of bushfires.

Procedure – Water-based Activities

In addition to following the procedure for activities, the following additional procedure must be followed:

1. The Leader responsible must identify and assess the student capacity for participation in a water-based activity.
2. The Leader responsible must ensure appropriate child to supervisor ratio.
3. The Leader responsible must establish guidelines for the activity, including the capacity to communicate and respond to an emergency in a water-based setting.

Procedure – Review of flammable materials at events and emergency access

1. The Event Coordinator will ensure that a check is undertaken before the event for the removal of materials that may be easily ignited and that flammable

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materials are safely stored.

2. The Event Coordinator will check that building exits are clearly marked and free from obstruction, and known to event leaders.
3. The Event Coordinator will ensure that there is a clearly designated assembly point and access for emergency vehicles and all leaders and attendees are aware of this location.

Emergency Management Plan Procedures while at an event

Procedure – Bushfires

1. A designated safe refuge is to be identified by the Activity Coordinator and all leaders made aware of the location.
2. The Activity Coordinator will be observant in days of extreme temperatures and establish a state of readiness by checking for and removing rubbish and keeping fuel away from buildings.
3. The Event Coordinator will need to monitor advice from the relevant state authority on the impact of active bushfires on the college. MNA Chairperson will be registered to receive warnings automatically and contact the Event Coordinator.
4. The Event Coordinator will check the Queensland Fire Service website and scan the horizon for signs of smoke.
5. In the event of a Queensland Fire Service warning for the site the event is to evacuate to the previously identified safe refuge.
6. Parents will be advised through the MNA website, phone and or SMS as to the impact on the event.
7. The Event Coordinator will be responsible for assessing the event site for normal use after the bushfire has finished.
8. The Event Coordinator will inform the MNA Board chairman.

Procedure – Lockdown & Evacuation Notification

1. The Event Coordinator will notify the event participants via the best means possible given the site, and event leaders should carry mobile phones – especially if the event participants are divided into different areas.
2. This procedure is to be explained to all Activity Leaders prior to the activity.

Procedure – Lockdown Procedure

1. The Activity Leader will lock the door
2. The Activity Leader will close all of the windows
3. The Activity Leader will check all children and leaders are accounted for.
4. The Activity Leader will instruct the children to calmly and quietly wait for an all clear signal from the Event Coordinator.
5. The Event Coordinator will inform the MNA Board if such an event arises.

Procedure – Evacuation Procedure

1. The Activity Leader will take the participant roll and assemble the children.
2. The Activity Leader will take the children to the designated evacuation area.
3. The Activity Leader will take the participant roll and report the participant numbers to the Event Coordinator if the group is in different areas.

Procedure – Critical Incident

1. A critical incident is an event in which there is a high likelihood of traumatic effects. Critical incidents could include but are not limited to a death or serious injury, leader or volunteer or child suicide, major vandalism, sexual assault at an event, missing event participants or event intruders.
2. The Parent/Guardian must be notified in the event of a critical incident.
3. The Event Coordinator will fully cooperate with the relevant state authority (for example – the QLD Police).
4. The MNA Chairperson is the only person authorised to speak to the media.
5. The Event Coordinator will inform the MNA Board.

Procedure – Review process after a significant incident and/or twelve months

1. In the event that the Emergency Management Plan has to be enacted, the MNA Board will conduct a review of the plan and the procedures used.
2. The MNA Chairperson is to conduct a review of the Emergency Management Plan prior to the beginning of the school year.
3. The Emergency Management Plan and procedures are to be updated as per the review.

Version

1.0

Review

Jan 2017 or as required

