CHABAD YOUTH

EMERGENCY MANAGEMENT PLAN

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Introduction:

Chabad Youth (CY) is the largest Jewish youth organisation in the Southern Hemisphere, based in Melbourne Australia. With a commitment to safeguarding children and young people, and with a clear appreciation of its obligations and key stakeholder expectation, CY has designed and implemented this Emergency Management Plan (EMP) to ensure it has the capability and capacity to anticipate, prepare for, rapidly respond to, and recover from, emergency incidents.

As part of its mandate for maintaining a safe environment, CY has developed and implemented this EMP, and its underpinning Emergency Response Procedures (ERPs), which describe CY's approach to Emergency Management and provides direction for staff, students, contractors and other stakeholders in what to do in preparing for, responding to, and recovering from a CY related emergency incident. The plan reflects the locations, physical environment and provides clarity and instruction in case of emergency.

1.1 PURPOSE

The purpose of the EMP is to describe the emergency management arrangements and available resources for the prevention of, the response to, and the recovery from, emergencies that could occur at CY.

The aim of this EMP is to provide a system and resources to deal with all emergency incidents that could be expected to affect people, property and/or the environment and to minimise adverse impacts and ensure that the requirements of the OHS Act are fully met.

1.2 OBJECTIVES

The objectives of the EMP are to:

- Implement measures to prevent or reduce the causes or effects of emergencies

- Guide the Director and emergency management team in the leadership and management of an emergency on site

- Minimises the impacts of emergencies to CY and its clientele, staff and parents and assist in the rapid and complete return to business-as-usual (BAU) operations and function

1.3 SCOPE

This plan relates to emergency management requirements for CY and includes the following:

1. The identification of risks and the recognition of the most likely emergency incident that might impact CY

2. The composition, functions, and responsibilities of the CY staff, and the expectations and empowerment of the team tasked with directing the response

3. Activation and escalation processes

This EMP is relevant to CY's operations only and not the operation of any of other stakeholders, service

providers, contractors or key suppliers. Emergency incident impacts outside of CY's responsibility are not covered by this plan. This plan may however, detail expectations and responsibilities placed upon other stakeholders and suppliers, to ensure a response is actioned in accordance with this plan and other relevant business resiliency documents.

This plan has been developed to ensure the EMP is workable, embedded and well known by all staff, service providers, relevant community members and other critical stakeholders.

1.4   VALIDITY PERIOD

The nominated validity period for this EMP is five years from the date of issue, unless otherwise directed by an appropriate authority.

1.5   SITE DESCRIPTION

Chabad Youth is located at 1 A'Beckett Street, East St Kilda, VIC 3183. The Chabad Youth building is a four-level facility comprising a basement, ground floor, Level 1, and Level 2. It features both front and rear entrances, with a lift and two stairwells accessible from either entrance. The main stairwell is located at the front entrance, where the reception area is also situated.

1.5.1   CY OPERATING HOURS

CY is a controlled site that is not freely accessible to the general public. Its core operating hours are 8:00am to 5:00pm Monday – Thursday and 8:00am to 3:15pm on Friday.

The site has a continuous security presence on site with CY staff and Management present during core business hours.

1.6   HAZARDOUS MATERIALS

An inventory of all hazardous chemicals on-site, or likely to be on-site, and their location, is maintained by the Facilities Manager

During an emergency up-to-date HCR will be immediately provided to emergency services upon their request.

1.7   SUMMARY PLANS

All staff are to be emailed a copy of an EMP for their area with the relevant Evacuation Map(s) at the start of every school year. New employees also given a copy of the relevant documents.

2   RISK

2.1   RISK CONTEXT & ASSESSMENT

As part of the Risk Management process, CY has identified key operational risks which have been used to define the risk context. In line with CY's Risk Management Framework, and as part of the development and enhancement of this plan, CY continues to update its well-informed risk assessment that considers several key hazard and risk areas including:

- Natural: extreme heat, floods and storms

- Biological: disease outbreaks including pandemics

- Technological: explosions, infrastructure failures, cyber

- Societal: nuisance incidents, criminality and acts of terrorism.

2.2   EMERGENCY SCENARIO IDENTIFICATION

A direct result of this work is the construction of a number of response procedures designed to guide and support responding to and recovering from an array of emergency scenarios.

3   COMPREHENSIVE APPROACH

3.1   WHAT IS AN EMERGENCY?

CY defines an emergency as '*an incident, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response*'.

3.2   WHAT IS EMERGENCY MANAGEMENT?

CY considers Emergency Management *to be the planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency*. Can include emergency-related training, or the development of emergency policy and procedures relating to any of these measures or actions.

3.3   METHODOLOGY

CY has utilised the multiphase emergency management cycle methodology to underpin its comprehensive approach to Emergency Management. This methodology reflects that which is described within the VJCCEMP.

It consists of the following phases:

PHASE	BASIC DESCRIPTION
PREVENTION	Prevention is the sustained action taken to identify, evaluate, reduce or eliminate hazards, risk and/or vulnerability and their effects on persons (life safety), property and environment. Actions associated with this phase are undertaken before the incident occurs. *Note that this phase may also be known as 'Mitigation'*
PREPAREDNESS	Preparedness can be defined as a state of readiness to respond. Implementation of a plan for managing emergencies and the impact of an emergency. Actions associated with this phase are undertaken before the incident occurs.
RESPONSE	Implementing the immediate pre-determined procedures to respond to the emergency incident and minimise the impacts. Actions associated with this phase are undertaken during the incident.
RECOVERY	The implementation of processes for returning to normal or close to normal after an emergency incident. Actions associated with this phase are undertaken both during and after the incident.

3.4   EXPECTATION & OBLIGATION

CY have an obligation to protect the health, safety and welfare of employees and others within the workplace. CY have taken all steps as reasonably practicable to:

a) Provide a safe work environment for employees, contractors, and others

b) Provide adequate information, instruction training and supervision for all employees

c) Maintain plant (machinery) and/or substances to minimise risk to employee health.

Employees are equally responsible for the health and safety of themselves and others. Employees must take all steps as reasonably practicable to:

a) Identify risk and address hazards within the workplace

b) Take reasonable care to ensure the health and safety of themselves and others at work

c) Cooperate with management to enable compliance with relevant legislation

d) Participate and remain current with relevant training.

In recognition of the importance of emergency preparedness and ensuring the safety of all student, staff, employees, contractors, visitors and the general public, all CY employees must:

a) Be familiar with their role in an emergency and be aware of the placement of emergency fittings and equipment in their place of work

b) Assume responsibility commensurate with their level of education and preparedness for the particular emergency

c) In an emergency, obey the commands of the Director, facilities manager and/or external responding agencies such as Victoria Police (VICPOL), Fire Rescue Victoria (FRV) and Ambulance Victoria (AV)

d) Attend mandatory emergency education sessions as arranged.

3.5 EMERGENCY RESPONSE PROCEDURES

Alongside this EMP, CY has also developed a number of supporting ERP's that describe a series of steps that need to be followed when responding to the following types of emergencies. These procedures should be activated in the first instance as a standard response to a potential or actual emergency incident.

3.6 EDUCATION, TRAINING & SKILLS RETENTION

CY has a commitment to skill development and capability and capacity building. CY plans and annually conducts an array of training, including emergency awareness and emergency response training and ensures staff undertake role appropriate retention activities.

3.6.1 STAFF TRAINING

CY will provide identified staff with relevant additional training, which includes undertaking roles and responsibilities detailed within this plan and the underpinning emergency procedures. CY will provide annual refresher training or 'as required training' to support skills retention.

The training syllabus will be as described below:

EPC Members Training	
CY Director, facilities director and staff members shall be trained to develop the skills and knowledge necessary to undertake the duties associated with their positions.	The roles and responsibilities
	Emergency communications, notifications and warning
	Training drills and exercises-mock evacuations
	Liaison with emergency services eg. Evacuation management such as Local Police
	Post-evacuation management
	Emergency prevention, mitigation and preparedness

Training	
Training shall cover issues specific to the building structure and workplace emergency procedures.	Alarms
	Procedures and methods of evacuation
	The location of assembly areas and post-evacuation actions
	Circumstances where evacuation may need to be modified where it is not the most appropriate action to be taken
	Emergency personnel identification
	Emergency personnel authorities
	The emergency team and role of the members
	Methods of raising an alarm

3.6.2 CY EMPLOYEES & SPECIFIC OTHERS

Identified CY employees and specific other persons, will be provided with induction, education and ongoing training to ensure they have a general awareness of the EMP and the capability to undertake their roles and responsibilities in the event of an emergency.

3.7 STAKEHOLDERS

The roles, responsibilities, functions and needs of all key stakeholders, including VISPOL, CSG and Hatzolah have been considered and incorporated into the CY EMP.

All key stakeholders, and others as identified, shall be consulted as necessary, as part of any review and update.

4 EMERGENCY CONTROL

4.1 MANAGEMENT AUTHORITY & RESPONSIBILITIES

The CY Director provides leadership and direction during an emergency incident. He is primarily responsible for the direction and management of the emergency incident, including the response and recovery functions.

It is stressed that the primary role is to ensure life safety takes precedence over asset protection and business disruption during an emergency.

During an emergency, all directions issued by the Director and/or facilities manager take precedence over the usual management structure.

4.2 ROLE SUMMARY

The following provides an overview of the various roles associated with supporting the response to, and recovery from, an emergency at CY.

Title	Description
CY Director	Responsible for the implementation of the EMP and liaison with emergency service organisations during an emergency
Facilities Manager	Assists the Director and takes over when the director is not available.
CY Office	a) Communicates with Director and all staff b) Controlling evacuation procedures for the building c) Be contactable through approved communication channels d) Improving effective emergency procedures e) Coordinates external messaging
CY Program Coordinator	a) Assist in implementing and improving effective emergency procedures b) Conveys messages between the Director and staff. Will carry out any other duty when requested by Director and/or Facilities manager c) Conducting roll calls and checks to account for numbers at the relevant stages of the evacuation procedure
CY Youth Director	Coordinates all staff/students at the assembly points
Emergency Planning Committee (EPC)	Responsible for the documentation and maintenance of the CY emergency plan
Community Security Group – Victoria	Play a vital protection role in keeping the Victorian Jewish community safe by supporting an array of security duties, including responding to security emergencies 24/7 *thecsg.org.au*
Hatzolah Community Emergency First Responders	Emergency First Responders who support first aid and medical emergencies prior the arrival of Ambulance Victoria *https://www.hatzolah.org.au/*

Emergency Services	Emergency Services Organisations that respond to an emergency such as Police, Fire, Ambulance and State Emergency Services

4.3 GENERAL STAFF/STUDENT EXPECTATION

It is expected that CY students, staff, contractors, service providers and other stakeholders who are not part of the ECO, but who have an appreciation of the site and its general operation, will support the response and recovery actions as best as possible.

This will include:

- Actively participating in training and exercising where relevant
- Knowing the evacuation pathways
- Raising the alarm and notifying the correct persons in a timely manner
- Supporting staff and others in responding to an emergency
- Following directions of staff members and emergency responders
- Following CY expectations in relation to media (social and main stream) comment and exposure and referring all media enquiries to the relevant people
- Supporting any follow up review and learning opportunities.

4.4 INDEMNITY

Any CY employee or contractor that is part of the ECO shall be indemnified by CY against civil liability resulting from workplace emergency responses / education / training sessions, emergency evacuations where the personnel act in good faith and in course with their duties.

5 IMPLEMENTING AN EMERGENCY RESPONSE PROCEDURE

5.1 ERP ACTIVATION CONSIDERATIONS

CY will immediately implement the relevant ERP if:

- An emergency, actual or imminent, occurs at CY that endangers or threatens to endanger life, property or the environment
- An incident occurs that could reasonably be expected to lead to an actual or imminent emergency.

The following Activation Triggers matrix may be referenced to inform the decision making. This consideration list is not prescriptive, as there may be other triggers that may necessitate activation.

ECO Activation Considerations		⬚
Triggers *(Anything that might endanger or threaten*	Reported multiple serious injuries / or fatality/s	
	Incident poses life safety concerns	
	Serious/significant damage to the infrastructure/equipment/property	
	Serious/significant impact/damage to the environment	

to endanger life, property or the environment, and which requires a significant and coordinated response).	Major operational impact	
	Potential for the incident to escalate	
	No clear path to resolution	

5.2 ACTIVATING THE PROCEDURE

The Director and or Facilities Manager have the absolute authority to activate the ERP for any incident that they consider warrants such action.

The authority activating the ERP, or their nominated representative, will be responsible for notifying key CY representatives of the ERP activation.

5.3 EMERGENCY NOTIFICATION

5.3.1 BY STAFF/STUDENTS

Should a staff member or student, or other persons discover an emergency they are to follow the steps below:

1. If safe to do so, remove all people away from the source of danger
2. Alert others to the emergency, including notifying CY office admin and or Dirctor (whichever is quicker) and, if required, the emergency services
3. Activate the nearest Manual Call Point alarm (where available).

5.3.2 TO STAFF/STUDENTS

Staff/Students and others will be made aware of an emergency by either or all of the following means:

1. The ALERT (*beep, beep, beep*) AND EVACUATION (*whoop, whoop, whoop*) tones
2. PA or Megaphone announcement
3. Advice from a CY Staff member

5.3.3 TO EMERGENCY SERVICES

Emergency Services will be contacted by the Director or its nominated representative or where deemed necessary, by the person discovering the emergency. In certain circumstances it may be likely that Emergency Services will be contacted by numerous persons regarding the same incident. This is typical and is preferred as opposed to people thinking someone else has made the 000 call.

As described within the Victorian Emergency Management Act 2013, it is likely that an emergency response representative (usually VICPOL) will assume command and control at the scene. In these situations, the CY Director will be expected to work closely alongside this representative.

5.4 EMERGENCY SERVICES ACCESS POINTS

While the emergency incident will ultimately dictate the access pathways emergency responders will use, the following access points are considered the most direct and easiest to gain entry.

Site	Access Point
Chabad Youth	I A'Beckett St Entrance or Car Park, A'Beckett Street entrance
Yeshivah Grounds	Hotham St Synagogue Driveway or Mochkin Building drive through

5.5   CRISIS & EMERGENCY OPERATIONS CENTRE

A critical part of any reaction to an emergency is the rapid establishment of an Emergency Control Point (ECP). This strategic location, designed to support improved situational awareness and enhanced command and control, allows the director, and if the situation warrants it, VICPOL and other emergency responders, to lead and manage emergency response and recovery actions.

As a standard response, CY will activate its pre-designated Crisis and Emergency Management Centre (CEOC) as the initial ECP.

It is noted that in certain emergency situations, CY and/or VICPOL may decide not to use the CEOC and instead establish an alternate ECP. In those instances where VICPOL establishes the alternate ECP, it is likely that a CY representative will be required to be located at the ECP to provide critical input and advice to VICPOL in relation to specific CY related information.

5.5.1   CEOC LOCATIONS

The pre-designated CEOC locations below have been established with the equipment, resources and configuration necessary to support management functions, so that the team can command, control, coordinate and communicate CY's response efficiently and effectively.

CEOC Primary Location
Glicks Cafeteria, Ground Floor, 1 A'Beckett St, St Kilda East
CEOC Alternate Location
Yeshivah Basketball Courts, 88 Hotham St

5.5.2   CENTRE SET UP

The CEOC will contain the following resources :

Resource Type	Resource
Communications & IT	- Phones - Laptop / network connection - Laptop chargers / powerpack - Mobile phone charges - Power board
Administration	- Whiteboard/s and/or Flipcharts - Writing materials and stationery - Blu-Tac
Materials	- Hard copies of EMP - Hard copies of contact details for staff and key stakeholders

Infrastructure	• Seating for up to ten persons • Tables to work off • Ability to be secured • Toilet facilities (in close proximity)

6 EMERGENCY EVACUATION

6.1 GENERAL

This section contains the necessary information and procedures for CY to fulfil its obligations and commitment for ensuring the safe evacuation of all people. This EMP defines specific evacuation requirements and seek to guide responsible employees in command and control of an evacuation emergency on site. The procedures are designed to meet the statutory responsibilities and/or professional obligations and minimise the risk of injury or damage that may arise from an emergency evacuation incident.

The following emergency scenarios have been identified as being those which may result in the need to partially evacuate (from an affected area) or fully evacuate (from a building or whole campus) students, staff and others:

- Fire and/or Smoke incident
- Bomb threat/suspect item
- Explosion
- Hazardous materials incident
- Internal emergencies, including structural concern, gas leak, chemical spill etc
- Medical emergency
- Natural event, such as extreme heat, floods and storms (more likely to result in a Shelter in Place response)
- Personal threat incident or Civil Disturbance (more likely to result in a Lockdown response)
- Other incidents as identified by the Chief Warden.

6.2 EXPECTATION & OBLIGATION

In recognition of the importance of preparedness for evacuation, all CY student, staff, contractors, and service providers must:

- Be familiar with their role in an evacuation and be aware of multiple evacuation pathways and the location of evacuation assembly areas
- Obey the commands of the Director and facilities manager
- Attend mandatory evacuation education sessions as arranged.

6.3 INFORMATION PROVIDED TO PERSONS UNFAMILIAR WITH CY SITE

The safety of a person unfamiliar with the site is the responsibility of the member of staff whom is authorising/sponsoring that person to be on site; be that visiting or to undertake some sort of work.

6.4 VISITING CONTRACTORS AND TRADESPERSONS

6.4.1 RESPONSIBILITIES

Contractors/tradespersons working in or visiting the building are to make themselves familiar with, and conform to, the following:

- Ensure that the appropriate fire protection and prevention measures are observed when working

within the buildings

- Know how to raise the alarm in an emergency
- Immediate actions are to be taken on hearing the emergency warning and the instructions of the Wardens are to be obeyed
- Under <u>NO CIRCUMSTANCES</u> is access to fire equipment, exits and other safety equipment to be blocked.

6.4.2 IDENTIFICATION PROCEDURES

Contractors / tradespersons are to report to Reception or Facilities Personnel and be signed in at reception

- Contractors Identification number and name

6.4.3 FIRE SAFETY SYSTEMS - MAINTENANCE

Contractors working on any fire safety systems must advise Facilities Personnel before work commences and when work is completed.

6.4.4 USE OF FLAMMABLE LIQUIDS/GASES

The appropriate fire protection and prevention measures are to be observed when storing or using flammable liquids/gases, and Facilities Personnel are to be notified prior to the commencement of any such work.

6.4.5 EVACUATION

If an evacuation takes place, the Office receptionist and or facilities manager is to advise the director that all Contractors/tradespersons under their control are accounted for and safe.

6.5 EVACUATION TYPES

6.5.1 PARTIAL EVACUATION

A partial evacuation may be required in those situations where it is best to initially evacuate occupants from an affected area whist further investigation is conducted or targeted response undertaken. Scenarios that may result in this type of evacuation may include internal emergencies such as chemical spills, gas leaks, structural concerns.

In most instances, a verbal directive issued by the director will constitute the evacuation signal for a partial evacuation of an area.

6.5.2 FULL EVACUATION

This type of evacuation is used when there is potential or actual threat to life resulting in the removal of all occupants from the site. An example of when a full evacuation may be used is in situations where there has been a report of a large uncontrolled fire or where the building/site cannot function/operate due to significant service disruption and/or structural concerns.

All available staff will be utilised in these circumstances to assist as required and direct persons to the nominated emergency assembly areas.

6.5.3 SHELTER IN PLACE

This is the reverse of the evacuation in that it is designed to shelter the occupants within a safe location. An example of when a Shelter in Place (SIP) may be used as a result of a severe weather event. There is no requirement to lock doors and hide during a SIP. The main purpose of this type of response is to ensure people are protected from the environment.

Note that SIP is not the same as a Lockdown. Lockdown will be primarily used in those situations where there has been a report of an intruder within the site, or adjacent civil distance. In a lockdown there is a requirement for all personnel to remain inside a secure location, hide and maintain silence.

6.6 EVACUATION DIAGRAMS

Specific evacuation diagrams have been constructed and installed at key locations throughout the CY building. Evacuation diagrams describe the location of hose reels, defibs, and extinguishers. The diagrams will also highlight evacuation pathways and closets evacuation assembly area.

A copy of the full set of Evacuation Diagrams are securely housed within the CY Q drive.

6.6.1 UNOBSTRUCTED EVACUATION ROUTES

It is the standard practice throughout the CY building that evacuation routes must be clear of obstructions at all times. Any persons that identify a blocked evacuation route is required to immediately advise the Facilities Manager who will be responsible for ensuring the route is made safe for evacuation.

6.7 AUTHORITY TO EVACUATE

All CY staff are authorised to initiate a partial evacuation and commence the initial movement of persons away from the immediate vicinity of an incident scene. This is to allow more time to investigate and to ensure the immediate safety of all people who could be affected by the incident.

At any time life safety is in question, a full evacuation should not be delayed.

The Director and facilities manager are authorised to initiate any type of evacuation.

6.8 EMERGENCY ASSEMBLY AREAS

6.8.1 EVACUATION ASSEMBLY AREA LOCATIONS

EEA #	Primary EEA
EEA - 1	Footpath in front of Chabad Youth
EEA - 2	Yeshivah Basketball Courts / Werdiger Hall

Other areas may be utilised at the discretion of the Director should the necessity arise. This will be communicated prior to the commencement of the evacuation.

6.8.2 DETERMINING ALTERNATE EVACUATION ASSEMBLY AREAS

The selection and use of appropriate and safe alternate EAAs will be influenced by such factors as:

- The nature, magnitude, trend and location of the danger

- The number of persons to be evacuated

- Potential hazards to egress routes

- Time of day

- Other incidents or activities underway in or near to egress routes and possible assembly areas and propensity for a rapid crowd build-up.

Pre-incident planning has identified sufficient and appropriate alternate EAAs so as to cater for the above factors and this information has been communicated to staff.

The director will ensure that when the decision to evacuate is made, the destination for those evacuating (assembly area) should be identified and communicated to all staff.

6.9   EVACUATION NOTIFICATION

The notification of an evacuation will be in accordance with the process described by the CY office Admin

6.10   FIRE SAFETY SYSTEMS

The Facilities Manager is responsible for maintaining a listing of all available fire safety systems and other emergency equipment.

6.11   SPECIALISED EMERGENCY EVACUATION PLANS

When developing this EMP, consideration has been given to occupants, who for one reason or another, may need assistance or are unlikely to be able to act optimally in an emergency. This would include but not be limited to occupants and visitors who:

- Are accompanied by an assistant

- Have a guide or companion animal

- Use alternative forms of information and communication

- Have an ambulatory disability

- Use a wheeled mobility appliance, including wheelchair or scooter

- Are easily fatigued

- Experience acute anxiety in an emergency

- Experience extreme confusion in an emergency.

6.11.1 PERSONS WITH DISABILITIES/CONDITION – HELPFUL STRATEGIES

General

In an evacuation, when offering assistance, ask the person how you can best help. The below table provides some basic advice in relation to supporting person with a disability and/or condition.

Disability/Condition	Strategies
Anxiety	Explain evacuation procedures carefully and clearly, ask for feedback to ensure understanding. Practice the evacuation process, including walking the evacuation routes until they feel familiar and comfortable with the process. During an evacuation, encourage the person to take long deep breaths. If possible, have their trusted person assist them during the evacuation.

Mobility	Keep passageways clear of obstructions.
	If unsafe to use a lift and unable to evacuate a person immediately and safely, position person near a fire isolated stairwell (where practicable with someone to remain with them) and obtain assistance.
	Don't assume that lifting techniques will be similar for all disabled persons.
Vision	Walk evacuation routes with blind and/or vision impaired persons until they feel familiar. During an emergency, have them take your elbow or place their hand on your shoulder and then guide them from the building.
	Maintain a dialogue describing the nearest exit and obstacles in their path.
Hearing	Discuss communication requirements with the individual and determine communication techniques which best suit the individual.
	In an emergency and/or evacuation, ensure that the person is personally informed.
Intellectual	Explain evacuation procedures carefully and clearly, ask for feedback to ensure understanding.
	In an emergency and/or evacuation, ensure that the person is personally informed.

6.12 PERSON REFUSING TO COMPLY WITH A DIRECTION TO EVACUATE

When the occupant refuses to comply with the directions given:

1. Ensure the person has been clearly advised they are required to evacuate the building/area because of the Emergency situation, which may be life threatening

2. Notify the director, who will advise the Officer in Charge of the attending Emergency Service who may take the appropriate action to remove the person

3. CY staff should carry on with their own emergency duties.

6.13 EVACUEE CONFIRMATION (REGISTRATION)

When safely at the designated Evacuation Assembly Area, all staff entrusted with students/groups are to mark the roll ensuring all student/personnel are accounted for. Any missing students/personnel to be reported to Evacuation Assembly Area Coordinator(s).

6.14 ALL CLEAR & BUILDING RE-ENTRY

As soon as possible after an area, building, or the site has been declared safe, the Director will communicate to evacuees that the evacuation is over. Persons are only permitted to re-enter the affected area/building after the 'All Clear' is given. This will generally occur after consultation with the appropriate senior Emergency Services officer present and senior management / specialists where applicable.

Where practicable, staff should always re-enter before students.

6.15 OTHER CONSIDERATIONS IN AN EVACUATION

6.15.1 RESTRICTION TO VEHICLE MOVEMENTS IN AN EVACUATION

In the event of an evacuation, vehicle movements will be strictly controlled by the Facilities Manager and may include total prohibition in order to facilitate the free movement of persons and unrestricted access for

emergency vehicles.

6.15.2 OUT OF THE WAY PLACES

Providing it is safe to do so, particular attention must be paid to toilets, storerooms, and offices etc.

6.15.3 GAS & ELECTRICAL APPLIANCES

In the incident of a fire, where gas or electrical appliances could serve as a source of fuel or an ignition source, the relevant supply should be isolated where practicable, provided there is no significant risk to safety.

6.15.4 OPENING DOORS – FIRE SAFETY

In circumstances where a fire is suspected (a fire alarm), before opening doors (to check a room or leave), place the back of the hand against the door to check for temperature. If warm, treat this as a warning sign that a fire may be present on the other side of the door and exercise extreme caution.

6.15.5 CRITICAL RECORDS

Wherever possible, any critical records must be secured prior to evacuation. However, life safety must come first. Therefore, such items must only be secured if safe to do so.

6.15.6 PEOPLE STANDING OUTSIDE

Persons must be encouraged to move well away from the building to ensure that they do not block exits, obstruct Emergency Services personnel or expose themselves to secondary hazards.

6.16 SKILL RETENTION, EXERCISES & TESTING

CY director, facilities manager and staff shall undertake emergency evacuation skill retention activities. This will include attending a skills retention exercise event at least once every six months.

An evacuation exercise will be undertaken at least once every 12 months.

7 EQUIPMENT / RESOURCES

7.1 ON-SITE

CY has an array of equipment that is available to support a response to a number of emergency incidents.

7.2 RELOCATION KIT

An emergency relocation kit has been constructed that will allow for rapid transfer of operations to an alternate CEOC.

Kits are located in the CY Office and contain the following

Resource Type	Resource

Documentation	• Hard copies of EMP • Hard copies of contact details for staff, service providers, suppliers and key stakeholders • Emergency Services contact details • Building utilities contact details • A building site plan
Communications	• Laptop chargers / powerpack • Mobile phone chargers • Power board • Mini Megaphone
Access	• Access All Areas Swipe Card
Administration	• Flipcharts • Writing materials and general stationery • Blu-Tac

8 COMMUNICATIONS

8.1 COMMUNICATION SYSTEMS

The Director may employ any of the following available communications systems and processes:

- Mobile telephones (note; shall not be used during a bomb threat)

- Fixed internal telephones

- Two Way Radios

- Megaphone

- Runners.

9 RECORD KEEPING

The CY Staff will maintain diligent records to ensure effective communication and coordination during the response, comprehensive follow-up in recovery, and evidence-based learning on the completion of the incident. This body of evidence can be used post incident to support any legal follow up.

Each member is expected to follow strict record keeping protocol for all data types, saving digital copies of completed templates, written notes, images, emails, text messages, and uploading them to content manager.

10 WELFARE

CY commits to ensure that its absolute priority during and after any emergency is the welfare and safety of its students, staff, employees, contractors and others who may be adversely affected by that incident.

The Director is responsible for managing the effective welfare response during an emergency incident. A post incident welfare plan, which includes ongoing welfare checks will be implemented.

11 REPORTING

The Director is responsible for keeping all key personnel, including board members and directors, up to date and highlighting any risks that may impact the CY's major stakeholders or reputation and/or brand.

12 MEDIA

The Director will be responsible for ensuring that the CY Media Representative(s) are provided continuous and accurate information regarding the incident and CY's response and recovery actions.

All attempts will be made to ensure that CY has a Media Representative, in the situations where this is not possible, the Director will act as the CY spokesperson. If this person is not available, the director will appoint an appropriate person to act as media liaison officer at the time of the incident.

Under no circumstances are CY staff and/or employees authorised to contact or make statements to members of the media in relation to any CY related emergency incidents.

13 RECOVERY

After an emergency, the goal will be to restore not only CY's physical infrastructure, but also emotional, environmental and economic wellbeing. When the immediate aspects of the incident are addressed, and when considered appropriate, the Director will activate a Recovery Plan to guide a phased Recovery and start the return to normal operations. As part of that plan the Director may nominate a Recovery Manager who will be responsible for leading the recovery plan.

14 STAND DOWN

When the Director /or the external responding agencies, have recovered the situation to the point it can be controlled through normal channels and procedures, the Director will stand down all CY staff officially with verbal and text notifications and ensures this direction is noted within the records.

15 POST-INCIDENT ACTIONS

15.1 STRESS DEBRIEFING & TRAUMA COUNSELLING PROTOCOL

Depending on the nature and severity of the emergency, CY may arrange stress debriefing/trauma counselling as part of stand down procedure for relevant students, staff or others. Members of the community/public/victims who have been affected by the emergency will be directed to the Department of Health for any required debriefing or counselling. Appropriate counselling and psychological services will be coordinated.

15.2 DEBRIEF & LEARNING

The Director and facilities manager will conduct a debrief with all CY staff in order to capture key learnings and issues, highlight sensitivities and restricted information, detail expected media interest and CY's position, close discussion and summarise next steps before sending personnel home/back to work.

At the first practicable opportunity following the conclusion of the debrief the Director will ensure that a report is prepared concerning the emergency and organisational response. This report will support any formal debrief should the severity of the incident warrants it.

CY will ensure post-incident knowledge is attained in an attempt to continue to develop this EMP and associated procedures and build upon its resilience.

16 DOCUMENT MANAGEMENT & CONTROL

The EMP will be managed by the Director. Their responsibilities include document currency, distribution and access, application and training, continuous improvement and for ensuring staff and contact detail currency.

17 REVIEW & UPDATING

The EMP will be reviewed regularly (at least annually) and updated to ensure that CY Management team and staff and other key stakeholders are familiar with it, and that it reflects CY's changing operational and business needs. Document maintenance related changes, such as contact list information, will be implemented and promulgated immediately.

18 DISTRIBUTION OF PLAN

Copies of the Emergency Plan shall be held by the following:

- Director
- Facilities Manager
- CY Youth Director
- Office receptionist

19. KEY INTERNAL CONTACTS

Name	Job Title	Email	Phone
Moshe Kahn	Director	mk@chabadyouth.org	0408 740 011
Ezra Susskind	Facilities Manager		
Menachem Lipskier	Youth Director	Menachem@chabadyouth.org	0423 553 896
Aviva Turner	Office Receptionist	cyinfo@chabadyouth.org	0422 520 567
Naomi Joseph	Program Coordinator	cyadmin@chabadyouth.org	0423 003 664
CSG	Security Advisors		1300 000 274 (or via radio)
Hatzolah	Hatzolah		1800 613 613
SSX	Security Provider		1300 779 778

i. KEY EXTERNAL CONTACTS

Function	Organisation	Contact name/role	Email	Phone
Emergencies	Police, Fire Ambulance	N/A	N/A	000
Local Police Station	Caulfield Police Station	N/A	N/A	03 9524 9500
Police Assistance Line	Police	N/A	N/A	131 444
OHS Incidents	WorkSafe	N/A	N/A	13 23 60
Traffic Hazards	VicRoads	N/A	N/A	13 11 70
Poisons	Poisons Info Centre	N/A	N/A	13 11 14
Gas Emergencies	Multinet	N/A	N/A	13 26 91
Nearest Hospital	The Alfred	N/A	N/A	03 9076 2000
Crime	Crime Stoppers Australia	N/A	N/A	1800 333 000