



Emergency Service Contact Policy

Policy Number:	BO-013		
Date Approved:	27/05/2014	Approved By:	Board of Governance
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Version 1			

1. Aim

The purpose of this document is to ensure that Breakaway practice aligns with the Disability Service Standards, which state that:

“Service providers create and maintain accessible and safe physical environments in accordance with all fire safety requirements and occupational health and safety legislative and policy requirements.”

The supporting systems and procedures will ensure that there are some guidelines and consistency around how Breakaway contacts emergency services.

2. Scope

This policy applies to employees, volunteers, campers, visitors, families, children accessing Breakaway services.

3. Policy

The safety and wellbeing of each staff, volunteer and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

3.1 Contacting Emergency Services

Breakaway will develop and maintain Emergency Service Contact procedures to guide people when they need to contact Emergency Services.

This policy must be read in conjunction with the following policies and procedures which support this policy:

- Emergency Service Contact procedures
- Emergency Management and Evacuation Policy
- Incident Reporting Policy
- Medication Policy

4. References

NSW Disability Service Standard 6

Australian Government, Attorney General's Department, Australian Emergency Management

5. Persons Responsible

All employees are responsible for:

- Familiarising themselves with this policy and relevant procedures
- Contacting 000 as required
- Follow instruction given by Emergency Services

Nominated Supervisor is responsible for:

- Advising the Chief Executive Officer (GENERAL MANAGER) if Emergency Services have been contacted
- Ensuring that an incident report is completed

The GENERAL MANAGER is responsible for:

- Implementation of this policy
- Regular review of legislation and amendments to policy

Board of Governance are responsible for:

- Review and approval of this policy

6. Definitions

Breakaway – all Breakaway Incorporated services and programs

Board of Governance – the governing body of Breakaway, comprised of elected or appointed members who jointly oversee the activities and legal responsibilities of the organisation

Manager – refers to the GENERAL MANAGER or Program Manager, whichever is relevant in the context of the situation

Supervisor – refers to all senior staff who are responsible for supervising one or more staff members

Staff – refers to employees of the organisation

Volunteer – refers to volunteers of the organisation

Family – refers to the parents/caregivers of the campers that receive support from Breakaway

Visitor – any person who is visiting a Breakaway service who is not a staff member, volunteer, client or family member

Nominated Supervisor – a staff member nominated by Breakaway for the overall supervision of the provision of the service.

Document review history
