

BIG BROTHERS BIG SISTERS OF NELSON

EMERGENCY MANAGEMENT POLICY

Policy

Big Brother Big Sisters of NELSON conforms to Local Authority Emergency and Civil Defence criteria in order to ensure that the needs of staff and clients can be met in times of emergency.

Types of emergencies covered in this section

- Fire
- Explosion
- Chemical spill
- Bomb Scare
- Gas Leak
- Live electricity wires

Emergency Equipment

When workers are at the BBBSN premises then emergency equipment used will be provided on site.

All BBBSN vehicles will carry the following equipment in their car/s:

- First Aid Kit
- Fire Extinguisher

Evacuation processes

When in the office workers and volunteers will follow the evacuation processes and comply with the directives of their Warden.

Emergency Management in the Community

Volunteers are encouraged to develop a contingency plan for dealing with emergencies that may arise when they are working with their young person.

If an emergency occurs when they are out with a young person, volunteers will:

- act promptly to ensure their own and the safety of their young person
- follow the instructions of any officials in charge of managing the scene.
- remain with their young person until they are able to be handed over to the care of their parents or caregiver.
- make contact with their own and the young person's family as soon as practicable to reassure them about safety concerns.
- make contact with their Mentoring Co-ordinator or the Programme Director to reassure them about safety concerns.

Date Implemented	Date of Last Change	Next Review Date	Policy approved at
May 2016	February 2013	May 2019	

Signed _____

Position _____

Date _____

Health & Safety

Last Updated: April 2016