



# U3A PINE RIVERS INC.

ABN 68 518 990 950  
Inc. No. IA 13638



## University of the Third Age

*“Learning for Leisure and Pleasure for Seniors”*

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## U3A Pine Rivers – Disaster Management Policy – v2.0

### Mission Statement

Maintaining the Safety and Welfare of all members and visitors to the centre is paramount. All efforts will be made to provide a safe environment and keep people safe from harm. Minimising damage to property and equipment to be carried out where practicable.

### Responsibility to act

This will depend on the time of day and on who is occupying the Centre at the time. Responsible persons can include the: President, Centre Manager, Centre Administrator, Administration Staff, Receptionists, Open and Closing members and Tutors.

### Storm Damage: Personnel

- Members/persons are advised to utilise the Moreton Warning app. on their phones to enable warning members/people at the Centre of impending storms/inclement weather conditions.
- Assess the situation: A decision must be made by a responsible person as to whether the Centre should be evacuated. Use of the Moreton Warning app., discussion between responsible persons present, and local knowledge will assist in making such a decision.
  - Can evacuation of persons present be carried out safely?
  - Is the person able to reach their destination safely?
  - (Flooding, fallen trees, road closures of proposed routes could prevent such evacuation)
- Building to be secured, if possible, and all members evacuated with their safety being paramount
- If a storm strikes and is deemed severe, all occupants should move to the centre of the Recreation Area away from glass windows.
- Should damage occur a reassessment of the situation should occur:
  - Turn off power at Switch board in Administration Area. A key coded person will be required to carry out this function.
  - Render general First Aid if necessary as per First Aid Policy
  - Ring 000 Ambulance for assistance if severe injuries are sustained either for advice or possible injured person/s possible transport to hospital etc.
  - Contact President and Centre Manager with information regarding number of known injured person, types and severity of injuries

- If roof is damaged, under tables is the safest area to occupy, persons sitting in a crouched position, knees bent, arms around legs with head resting on knees.

### **Storm Damage/Property**

- Cover furniture with tarpaulins to prevent water damage if necessary, remembering safety of personnel is the first priority
- Contact as necessary: SES - Phone: 13 25 00, MBRC - Phone: 3205 0555
- (if building is damaged), Energex - fallen Lines Phone: 1312 53, Power Out Phone: 13 62 62, Security Alarm (phone number under code pad)
- The Committee Members, Centre Manager and Tutor Co-ordinator to attend to aftermath responsibilities: Administration, Classes etc

### **Fire**

Follow Emergency Procedures:

- Sound Alarm and evacuate to designated Safe marshalling area
- Tutor/responsible members to check all class rooms, Recreation area and all toilets (where practicable)
- Tutor/responsible member to collect roll if possible, mark roll to assess all members/persons accounted for
- Leaf litter should be removed from roof and garden at regular intervals
- Members responsible for closing Centre should check that all electrical appliances, especially urns are turned off before locking the Centre

### **Fire Equipment**

- Fire Extinguishers
- Fire Blankets
- Fire Hose in front foyer and garden hose

### **Disaster Management Kit**

- Enlarged First Aid Kit to include hot/cold packs, equipment as per First Aid Policy. (First Aid Officer to check every 8 weeks)
- Provide large pack of bottled water (approx. 3 dozen) (First Aid Officer to check every 8 weeks)
- Battery powered light and torch (First Aid Officer to check every 8 weeks)
- Tarpaulins to cover furniture