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# LOCKUP PROCEDURES FOR GROUPS USING MOUNT STREET NEIGHBOURHOOD HOUSE INC.

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At the conclusion of your meeting:

1. If tables and chairs have been used in the room, please ensure that these have been removed and returned to the hallway outside the storeroom.
2. Any cups, plates, cutlery, etc which have been used are to be placed in the dishwasher or washed properly and returned to cupboards. Rubbish needs to be put into sealed bags and placed in the red and yellow bins located at the rear of the House near the car park.
3. Ensure that all heaters, lights, fans and air-conditioners have been turned off in the room/s you have been using. Also, ensure that no windows are open and that the blinds have been pulled down.
4. If your Group is departing the premises whilst another Group is still convening, then if all the above has been completed you are free to leave.
5. If, however, you are the last Group to exit the House then it becomes your responsibility to ensure the House has been secured adequately. This entails:
  - a) Physically entering every room (not just poking your head in) and checking to ensure the heaters, lights, air-conditioner and fans are off, windows are closed and the blinds have been pulled down.

Ensure all the lights in the kitchen, toilets and hallway are off. This includes checking the disabled toilet at the end of the hallway between rooms 3 & 4. Also ensure the storeroom door is snibbed and locked.
  - b) Lock the security grille which faces towards Mount Street from the inside and then turn the snib on the front door and close it.
  - c) Exit the premises by the rear door (facing Panoramic Grove) by turning the lock, checking the door handle from the outside to ensure the door IS locked and firmly pushing the door closed from the outside once you've exited. Check again that the door has locked correctly.
6. If the above procedures are followed then we can be sure that the premises are secure. If it is found that, for example, a heater has been left running all night in a room, then to the best of our ability a \$30 fine will be imposed on that Group. However, on occasion, this cannot be determined and therefore the cost will be borne by the Group that departs the House last. To ensure your Group doesn't incur this charge, please attend to the correct procedures above.



# EMERGENCY PROCEDURE GUIDELINES

## EMERGENCY EVACUATION PROCEDURES

All convenors who are present ONSITE **MUST** be familiar with the Emergency Evacuation Procedure. It is the responsibility of the hirers convenor to ensure that, in the event of an emergency, they can account for all their members.

## EMERGENCY MEDICAL SITUATION IN CLASS

In the event of a medical emergency during the office hours of Mount Street Neighbourhood House (Monday – Friday 9am-3pm excluding public & Victorian school holidays) the convenor should attend to the immediate needs of the patient and inform the Co-ordinator and/or Office Manager as soon as practicable.

In the event of a medical emergency out of Office hours the convenor should attend to the needs of the patient, including calling an ambulance and notifying the **Office Manager on 0413 124 117**. It is the policy of the House that an ambulance **MUST** be called for any person who exhibits a condition or behaviour that would make them unfit to drive a car home. If the affected person informs the convenor that he/she is experiencing symptoms of concern then an ambulance **MUST** be called. Convenors **MUST** remain with the patient until the paramedics arrive and take over the care of the patient.

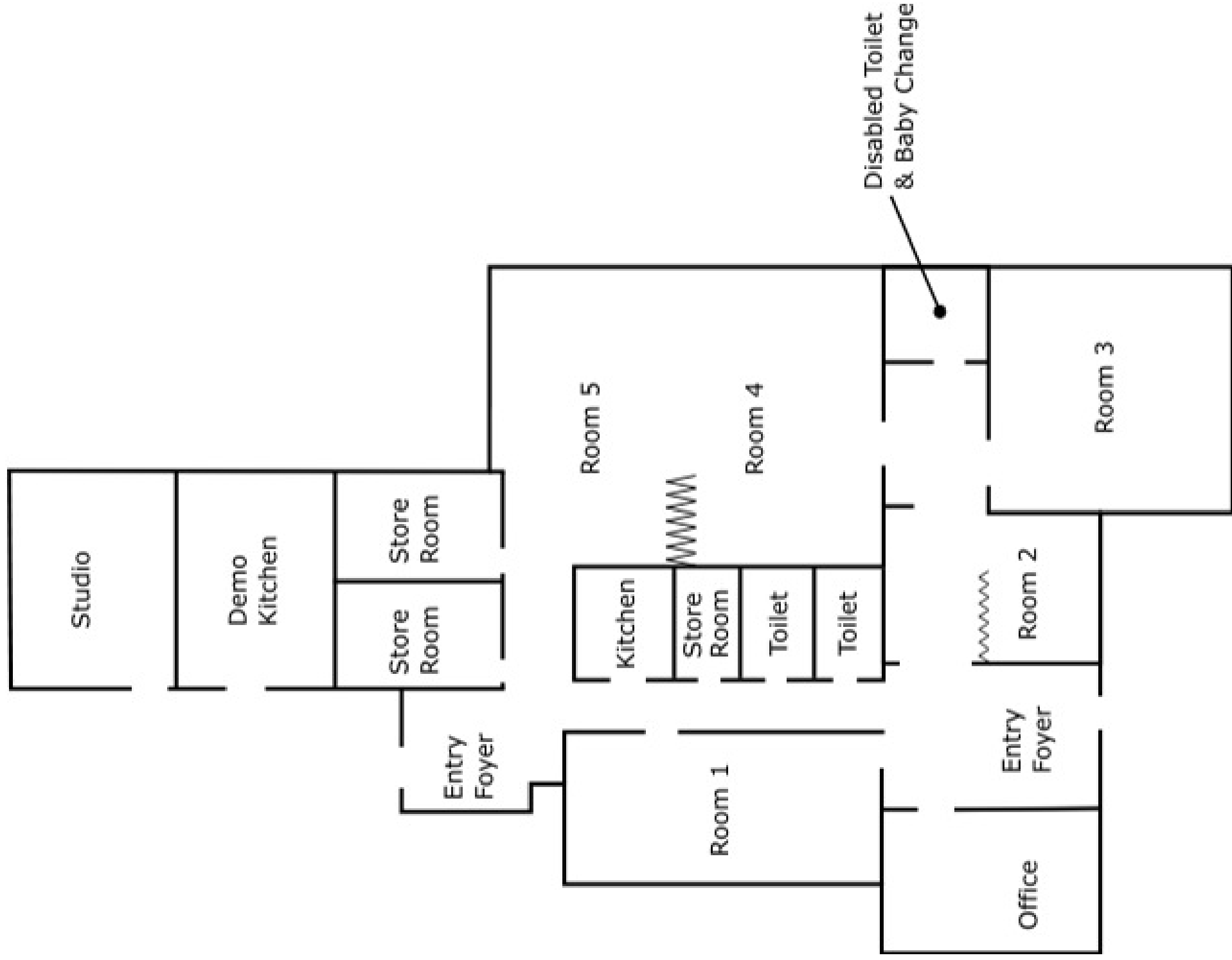
A defibrillator is located on the wall outside the Office in the front foyer. The instructions for use are attached to this Hire Agreement and are also located within the box itself.

## EMERGENCY SAFETY SITUATION

In the event of an emergency arising that requires Police or the Fire Brigade the convenor should, where practicable, follow emergency evacuation procedures and then call 000. If the emergency involves a person or persons entering the building and/or grounds that presents as a threat the convenor **MUST** phone 000 immediately and take reasonable steps to ensure the safety of their class/group eg. Lock the doors if the threat is emanating from the grounds, evacuate the group or lock the group in the Disabled Toilet if the threat is in the building and evacuation is not possible or safe.

## EMERGENCY DUE TO EXTERNAL FORCES

In the event of an emergency situation arising from external forces such as storm or vehicular impact the convenor should, where practicable, follow the Emergency Procedures Guidelines. If the situation is such that the Emergency Procedures cannot be followed the convenor should call 000 and do what is necessary to ensure the safety of their class/group.





## **AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)**

### **LOCATION**

The House has purchased a Defibrillator which is located in a cabinet on the wall in the front foyer next to the Office door.

### **WARNING**

When the cabinet door is opened an alarm will sound and a strobe light will be activated. This will alert people nearby who can render assistance in an emergency. To deactivate alarms simply shut the cabinet door.

### **INDICATIONS FOR USE**

The AED should be used on someone you think may be experiencing sudden cardiac arrest (SCA). The person does not respond when shaken and is not breathing normally. If in doubt, apply the pads & follow the voice instructions. The AED will detect if activation is required.

**For every minute of delay the survival chance declines by 7% - 10%.**

### **OPERATING THE DEFIBRILLATOR**

Step 1: Pull the **green** handle up towards you. The AED will now instruct you on what to do step by step.

Step 2: Place the pads. Children under 8 years have child pads.

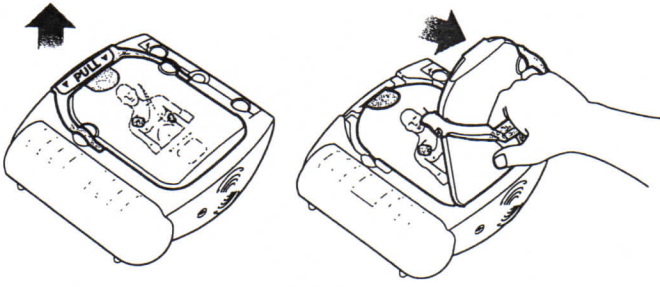
Step 3: Press the **orange** shock button.

**Please take the time to read the full instruction sheet attached – someone's life may depend on it!**

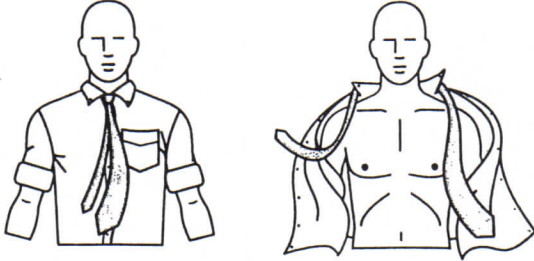


## STEP 1: PULL THE GREEN HANDLE

Turn on the HeartStart by pulling the SMART Pads Cartridge's green handle.\* Remove the hard cover from the pads cartridge and set it aside. Remain calm and follow the HeartStart's instructions.

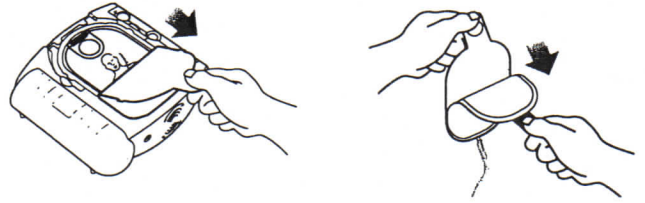


The HeartStart starts by directing you to remove all clothes from the patient's chest. If necessary, rip or cut off the clothing to bare the person's chest.



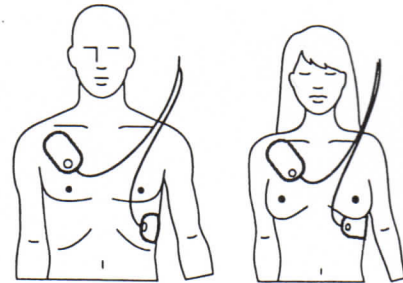
## STEP 2: PLACE THE PADS

Pull the tab at the top of the pads cartridge to peel off the film seal. Inside are two adhesive pads on a plastic liner. Remove the pads from the cartridge.

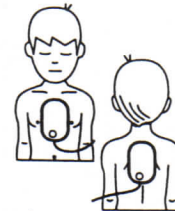


Peel one pad off the liner. Place the pad on the patient's bare skin, exactly as shown in the picture on the pad. Press the pad down firmly. Then repeat this with the other pad. Be sure the pads have been removed from the liner before placing them.


Where to place pads on adults and children over 25 kg/55 pounds or 8 years old (anterior-anterior).






Where to place pads on infants or children under 25 kg/55 pounds or 8 years old (anterior-posterior).




## STEP 3: PRESS THE SHOCK BUTTON

As soon as the HeartStart detects that the pads are attached to the patient, it begins analyzing the patient's heart rhythm. It tells you that no one should be touching the patient, and the Caution light  begins flashing as a reminder.


If a shock is needed:

The Caution light  goes from flashing to solid, the orange Shock button  starts flashing, and the defibrillator tells you to press the flashing orange button. Before you press the button, make sure no one is touching the patient. When you press the Shock button, the defibrillator tells you that the shock has been delivered. Then the HeartStart tells you it is safe to touch the patient, instructs you to begin CPR, and invites you to press the flashing blue i-button  for CPR Coaching if desired.

If a shock is not needed:

The HeartStart tells you it is safe to touch the patient and instructs you to perform CPR if needed. (If CPR is not needed – for example, if the patient is moving or regaining consciousness – follow your local protocol until emergency medical personnel arrive.) Then the HeartStart invites you to press the flashing blue i-button  for CPR Coaching, if desired.

For CPR Coaching:

Press the flashing blue i-button  during the first 30 seconds of the patient care pause to activate CPR Coaching.\* (If the Infant/Child SMART Pads Cartridge is inserted, CPR Coaching will provide coaching for infant/child CPR.) When the pause is over, the defibrillator tells you to stop CPR, so it can analyze the patient's heart rhythm. The motion caused by CPR can interfere with analysis, so be sure to stop all motion when instructed.

