Induction Horsley Community Centre

**Purpose:** To introduce community members to the entry, exit and emergency procedures for Horsley Community Centre (HCC) for the purpose of using the sensory room. This process is to be used once you have registered with CareWays Community online booking system. When you book a session in the sensory room the online booking system will provide you with a 4 digit code which will be used to access keys and turn the alarm on/off.

**Entry:**

- Pull into the driveway
- On the right side of the gate is a key locked box
- Enter your 4 digit code (given in receipt of your online booking & payment)
- Take the keys out. There are 2 keys which are both engraved.
  - AN2=2 front gates, 2 front doors and 3 toilet doors (Male, Female and Accessible). All toilets are in the foyer of the centre.
  - AN3=Sensory room door.
- Use AN2 to open both padlocks on the front gates.
- Park your car. If the gates are open that means there is another user at the centre. You will still need to open the locked box and get the keys out. If the car park is full please access street parking. If you turn right at the lights onto Homestead Drive there is plenty of street parking.
- Use AN2 to open both front doors of the centre (these maybe open if there are other people using the centre)
- After entering the 2nd front door, once inside the foyer, walk straight ahead to the alarm pad.
- Enter your 4 digit code. Press ‘ok’. The sensory room zone will come up on the pad. Select ‘off’ for the sensory room. The alarm is now turned off for the foyer, toilets and sensory room.
- **If you accidentally set the alarm off please ensure you ring Oztech straight away (42260000). If you don’t call, Oztech will attend the centre and you will be charged the $40 call out fee.**
- Turn on the foyer lights (switch on the bookshelf side of the 2nd front door to the centre foyer).
- Next to the office window is a door. Open this door and enter hallway.
- The 2nd door on the left is the sensory room (you will see sign on door).
- The basket on the right hand side of the door contains;
  - Emergency response brochure.
  - Folder with instructions for each piece of equipment.
  - ‘Finished’ visuals to support transition out of the room.
  - 3 minute timer to support transition out of the room.
  - Non-toxic cleaning spray.
  - Cloth to wipe down equipment and mats.
- Should you require more cleaning supplies please access the cleaning cupboard located in the ladies bathroom. When you enter the ladies bathroom the cleaning cupboard is behind the door. This cupboard contains vomit bags, gloves, bucket and mop, floor cleaner, garbage bags, additional cloths. If you need to place anything in the bin please use the skip bin in the car park.
- Use AN3 key to open the sensory room door. Please ensure the keys are in a safe location during your session.
- Please ensure you move the tab for the ‘in use/vacant’ sign on the sensory room door from ‘vacant’ to ‘in use’.
• Ensure you take all of your belongings into the room with you. The safety of your belongings can not be guaranteed if you leave them outside of the room.
• The light switch for the room is on the right hand side as you stand in the door way. Once you have turned a few items on (e.g. bubble tube, projector or fibre optic curtain) you can turn the light switch off.
• The roller shutters on the window stay down for safety and to keep the room dark.
• Please note food is not allowed in the sensory room.
• You are welcome to bring small sensory items into the room such as ear muffs, chewies, small fidgets.
• Enjoy your session in the sensory room!

Exiting

• Ensure you prepare your client/child to transition out of the room. You are welcome to use the ‘finished’ visual and 3 minute timer to support this transition.
• Prior to your session ending, use the spray and cloth in the basket to wipe down all equipment and gym mats. Ensure the room is left neat and tidy for the next user. Access additional cleaning supplies in ladies bathroom if needed.
• In consideration for any people that may be using the room after you please ensure you keep to the time you are due to finish.
• Take all of your belongings with you.
• Turn off all equipment at power point (except musical tactile wall).
  ➢ Checklist: Disco ball (power point), bubble tube (on machine press blue switch then flick switch to ‘off’), LED touch wall (on machine & power point), fibre optic curtain (power point), vibro acoustic chair (power point), tactile musical wall & invisible keys (turn keyboard off), projector (put wheel into small basket on wall, turn off at back of projector and power point).
• The room has air-conditioning that both heats and cools. Ensure this is turned off (including power point) when your session ends.
• Place all visuals, cleaning products, timers and instructions folder back into the basket (or cleaning cupboard in the ladies bathroom if you have had to access these supplies).
• Move tab for ‘vacant/in use sign’ on sensory room door back to ‘vacant’.
• Lock sensory room door.
• Shut hallway door.
• Enter your 4 digit code into the alarm pad. Press ok. Sensory room zone will be shown on pad. Press ‘on’. If there is no-one else in the centre the pad will begin to beep. If there are other users in the centre the pad will not beep.
• Walk towards first exit door and turn foyer light off on right hand side (if no-one else in the centre).
• Close both entrance doors behind you (both doors will lock when you shut them, no need to use key).
• Drive out of carpark and stop in the driveway.
• Use AN2 key to lock padlocks on both gates.
• Use your 4 digit code to open key locked box.
• Place keys into box and ensure its closed and locked.

❖ If you have any issues entering or exiting the centre please phone CareWays after hours number 0400 093 824.
❖ If you accidentally set off the alarm phone OzTech Security straight away on 4226 0000
If you are a support worker (and have not had the face to face induction) please contact your client’s parent/carer for support first before contacting CareWays as all primary carers have completed the face to face induction.

Emergency

- Please ensure you read the Horsley Community Centre emergency response brochure before attending your session. You will have access to this online through the link once your online booking is complete.
- A copy can be found above the alarm pad in the foyer as well as in the basket next to the sensory room door.
- Please note that the emergency evacuation point is out of the front gates, turn right and stay on the grass in front of Horsley Cakes and Pies next door.
- All centre exits have green exit signs over the door.
- In the event of an emergency leave your belongings and move yourself and your client/child to the evacuation point. Phone 000 and CareWays (after hours 0400093824).