

# EMERGENCY PLAN

## EVACUATION PROCEDURES

Upon hearing the alarm or when the situation requires the participant to leave the premises.-

- Prepare to evacuate.
- Get your environment ready to be left unattended. Shut down computers; turn off gas and electrical equipment, if safe to do so.
- For fire, close the doors as you go – **do not lock them**. In the case of a bomb threat, leave doors open.
- Assist participant in immediate danger.
- Leave the building via the nearest safe route.
- Obey all directions from emergency services.
- Move calmly to the assembly point or other advised area and stay there until the **All Clear** has been given.
- Follow closely the instructions of emergency services personnel and campus wardens.
- Wait for the OK to re-enter the building.

## FIRE

- Ring **000** and provide details of the fire then ring supervisor.
- Assist any person in immediate danger (only if safe to do so).
- If safe to do so, close doors to minimise spread of the fire.
- Attack the fire only if safe to do so.
- Contact nearest warden and follow their directions (if applicable).
- Assist with the evacuation of mobility impaired occupants.
- Move to the evacuation location in plan and stay there until the **All Clear** has been given.
- Follow closely the instructions of emergency services personnel and campus wardens.

## MEDICAL EMERGENCY

Assess the situation -

- **Do not** move a participant unless they are exposed to a life-threatening situation.
- In extreme emergency situations contact the ambulance service by dialling **000** then ring supervisor
- Arrange for the ambulance to be met or meet the ambulance if alone.
- Remain with the participant and administer first aid as appropriate until assistance arrives.
- Follow closely the instructions of emergency services personnel.

## CIVIL DISTURBANCE

- Keep well clear of the disturbance and do not say or do anything that may encourage irrational behaviour.
- Consider "locking down" the building to prevent unauthorised entry.
- Follow closely the instructions of emergency services personnel and campus wardens.
- Evacuate the building only if instructed to do so by emergency services personnel or campus wardens.

## EXTREME WEATHER

- Keep well participant informed of situation.
- Move around premises and turn off electrical appliances to ensure safety
- Follow closely the instructions of emergency services personnel
- Evacuate the building only if instructed to do so by emergency services personnel.
- Keep in contact with Supervisor and follow their instructions.

## PERSONAL PREPARATION

- Know the location of **emergency exits** in your building.
- Plan an **escape route** from the premises to safe environment .
- Familiarise yourself with the location of any **break glass fire alarms**
- Note the location of **fire extinguishers**.
- Familiarise yourself with the identity and location of the first aid kits.

## FIRST AID KIT

First aid kit is located in the following areas:

Location / Vehicle

Assembly Point
<b>In the event of fire - &lt;Location &gt;</b>
<b>In the event of flood - &lt;Location &gt;</b>
<b>In the event of a chemical spill &lt;Location&gt;</b>
<b>OR follow the instructions of supervisor</b>

Participant Emergency Contact Details	
Contact 1	
Phone number	
Contact 2	
Phone Number	

Individual Needs as per Support Plan	
Physical	
Emotional	
Communication	
Other	

## Emergency Services

Fire/Police	000
Ambulance	000
Poison Emergency	13 11 26.

**Personal safety is the most important factor in an emergency**

Date of preparation .....