

EVIDENCE-BASED CARE PLAN

CLIENT INFORMATION

Client Name:
Date of Birth:
Gender:
Address: NSW

PLAN DETAILS

Date of Plan:
Date of Next Review:

CARE PLAN DEVELOPMENT TEAM

Staff Member(s)

Name:
Role:

Client Representative(s)

Name:
Relation:

ASSESSMENTS

Client Observation and Concerns Recorded:
N/A

Emergency Policy Applied to Care Plan Development:
N/A

SERVICES PROVIDED

Home Maintenance:

☐ Yes ☒ **No**

Domestic Assistance:

☐ Yes ☒ **No**

CLIENT OBSERVATIONS AND CONCERNS

HOME AND PHYSICAL ENVIRONMENT OBSERVATIONS

Outside Environment

Inside Environment

SAFETY ASSESSMENT

External Services for Gardening/General Maintenance:

N/A

Visible Exit for Emergency:

N/A

Environment Safe and Free from Hazards:

N/A

Pets Present:

N/A

Known History of Violence:

N/A

EMERGENCY PROCEDURES

Staff and client are aware of evacuation routes:

N/A

Emergency contact information is readily accessible:

N/A

Client has been informed of emergency procedures:

N/A

STAFF SIGN-OFF

| Staff Name | Date |
|------------|------|
| Summer | |
| Faith | |
| Savannah | |
| Enzo | |

REVIEW NOTES

Date of Review: _____

Changes to Care Plan:

☐ Yes ☐ No

Details:

Next Review Date: _____

Reviewed by: _____

EVACUATION AND EMERGENCY PROCEDURES POLICY

Purpose

This policy outlines the procedures to ensure the safety and wellbeing of participants, staff, and visitors during emergencies, including evacuation, fire, medical emergencies, civil disturbances, and extreme weather events. Personal safety is the highest priority in any emergency. This policy has been adapted to align with the emergency guidelines established by the NSW Government, ensuring it reflects the most current safety standards.

GENERAL EVACUATION PROCEDURES

In the event of an emergency, participants, staff, and visitors must follow these steps for safe evacuation:

ON HEARING THE ALARM OR WHEN REQUIRED TO EVACUATE:

- Prepare to evacuate immediately, following the procedures outlined below.
- **Secure the environment:** Shut down computers and turn off gas and electrical equipment **if safe** to do so.
- For **fires**: Close doors behind you but **do not lock them**.
- For **bomb threats**: Leave doors **open**.
- **Assist anyone** in immediate danger, if it is safe to do so.
- **Leave the building** using the nearest safe route.
- Follow all directions from **emergency services personnel** and **local wardens** (where applicable).
- Proceed calmly to the **designated assembly point** and remain there until the "All Clear" is given by authorities.

RE-ENTRY:

- Do not **re-enter the building** until officially instructed that it is safe to do so by emergency services.

NSW Emergency Evacuation References:

For detailed, updated evacuation procedures, refer to the NSW Fire and Rescue guidelines available on [Fire and Rescue NSW's official website](https://www.fire.nsw.gov.au/). Information is regularly updated, so please review these details frequently. <https://www.fire.nsw.gov.au/>

FIRE PROCEDURES

Immediate Actions:

- Call **000** and provide fire details. Inform your supervisor.
- **Assist anyone** in immediate danger **only if safe** to do so.
- **Close doors** to contain the fire if it is safe.

Further Steps:

- Attempt to **extinguish the fire** using appropriate equipment only if it is safe.
- Notify the **nearest fire warden** and follow their instructions.
- **Assist** with the evacuation of individuals with mobility impairments.
- Proceed to the designated evacuation location and remain there until the "All Clear" is given.

NSW Fire Safety Guidelines:

Refer to the **NSW Fire and Rescue** for the latest fire procedures and safety tips on their official website: [NSW Fire and Rescue - Fire Safety](https://www.fire.nsw.gov.au/page.php?id=859). <https://www.fire.nsw.gov.au/page.php?id=859>

MEDICAL EMERGENCY PROCEDURES

Assessment and Response:

- **Assess the situation** without moving the participant unless they face a life-threatening danger.
- In **extreme emergencies**, call **000** and notify your supervisor.
- **Arrange for the ambulance** to be met or personally meet them if alone.

Stay with the Participant:

- Administer **first aid** as appropriate until emergency assistance arrives.
- Follow all instructions from **emergency services personnel**.

NSW Medical Emergency Response:

For further information on first aid, medical emergency response, and up-to-date medical emergency guidelines, refer to the **NSW Health** website at [NSW Health - Emergency Procedures](https://www.health.nsw.gov.au/). <https://www.health.nsw.gov.au/>

CIVIL DISTURBANCE PROCEDURES

Safety Measures:

- Stay clear of the disturbance and avoid actions that may escalate the situation.
- Consider **locking down the building** to prevent unauthorized entry if necessary.

Evacuation:

- Evacuate **only if instructed** by emergency services personnel or wardens.
- Follow all directions from emergency services.

NSW Civil Disturbance Guidance:

For guidelines on civil disturbances and handling security-related situations, please refer to the **NSW Police Force** website at [NSW Police - Emergency Management](https://www.police.nsw.gov.au/). <https://www.police.nsw.gov.au/>

EXTREME WEATHER PROCEDURES

Safety and Communication:

- Keep participants **informed of the situation** and any updates on weather conditions.
- Turn off **electrical appliances** to minimize the risk of electrical fires during storms.

Evacuation:

- Evacuate **only if instructed** by emergency services personnel.
- Stay in **contact with your supervisor** and follow their instructions.

NSW Extreme Weather Guidelines:

For the latest advice and updates on extreme weather procedures, including floods and storms, please visit the **NSW State Emergency Service (SES)** website at [NSW SES - Emergency Response](https://www.ses.nsw.gov.au/).
<https://www.ses.nsw.gov.au/>

PERSONAL PREPARATION

FAMILIARIZATION:

- **Know the location** of emergency exits and plan escape routes.
- **Locate and familiarize** yourself with break-glass fire alarms and fire extinguishers.
- **Identify the locations of first aid kits** and ensure they are stocked with necessary supplies.

For the latest updates, regularly check the relevant websites, including **NSW Fire and Rescue**, **NSW Health**, **NSW Police**, and **NSW**.