## 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

| Assembly Point |
| --- |
| In the event of fire -  In the event of flood -  In the event of a chemical spill -  OR follow the instructions of supervisor |

First Aid Kit is located in the following areas:

| Location / Vehicle |
| --- |
|  |
|  |

| 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 | 000 |
| Ambulance | 000 |
| Poison Emergency | 13 11 26. |

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