

SAMPLE EMERGENCY PLAN

FOR ADHC (NSW BUSINESS LINK)

‘Street Address, Suburb, Post Code’

Approved:

Date:

Building Information	
Building Location & Name:	

Building Owner:	
Building Occupier:	
Building Manager:	
Building Construction:	
Floor Area:	

Proposed Maintenance Schedule Prescribed Fire Safety Installations				
Installation	Start Date	Test	Frequency	Competent Person

Emergency Service Contact Details		
Police		000
Ambulance		000
Fire		000
Gas		
Electricity		
Water		
Hospital		
Doctor		

House Staff (Emergency Control Organisation)

Title	Name	Telephone
House Co-Ordinator		
Shift Leader		
Shift Leader		

Occupants Of Building			
Bedroom	Room Size	Area in m ²	Max No of occupants (2.5m ² /person)
TOTAL: # PERSONS			

PURPOSE

This Emergency Plan sets out procedures to be followed in the event of an Emergency. The Emergency Plan shall also comprise an Emergency Procedures which will be in the form of a detailed drawing containing the house plan, items of Emergency equipment, evacuation routes, and summarised Emergency instructions. These Emergency Procedures shall be securely fixed to a nominated location or locations in the house. The Emergency Plan provides the structure and directions that will prevent injury to staff, clients, visitors and neighboring people and premises in the event of an Emergency.

ASSEMBLY AREA

The Assembly Area is the gathering point in the event of an evacuation. The assembly areas for this residence are marked on the Emergency Procedures.

EMERGENCY RESPONSE PROCEDURE

In an Emergency The House Staff on duty shall:

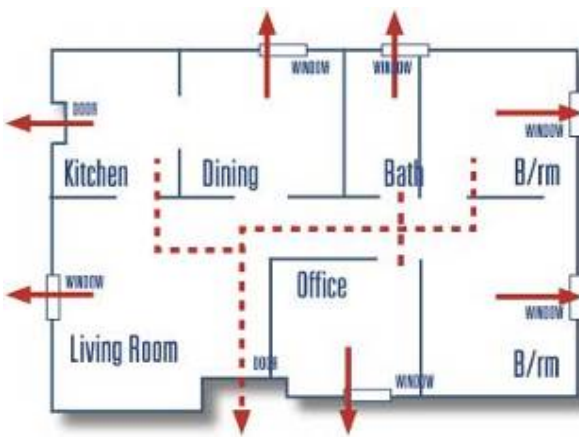
- ◆ Assume responsibility for the clients and visitors in the house until the responsibility can be handed over to the senior officer of the attending emergency service.
- ◆ Respond to and coordinate the Emergency.
- ◆ Notify the relevant emergency service(s) of the type and location of the Emergency.
- ◆ Decide if an evacuation is appropriate and notify clients and visitors.
- ◆ Turn off (isolate) the gas and electricity switches as soon as practicable - refer to the site plan for the locations of these switches.
- ◆ Communicate all information relating to the Emergency and the actions taken, to the emergency services personnel on their arrival.
- ◆ Keep records of the actions taken. The nature of the emergency and any unusual circumstances.

FIRE	NO FIRE
Assist people to evacuate to assembly area without	If the fire service has already been called, notify them of the
Fight fire if safe & you are trained	Help to reassure residents of
Remain in assembly area until everyone is accounted for and the	Allow fire service to enter building on their arrival to
Await arrival of fire service	Manager will attend to deal with the situation and rectify any problems or
Do not re-enter building until advised by the fire service	

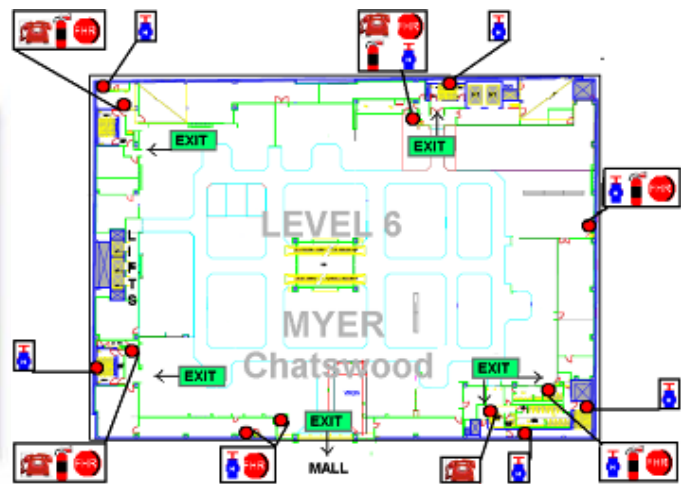
EVACUATION

In the event of an evacuation, the following shall apply:

- ◆ The House Staff member(s) on duty will check evacuation routes to determine if they are safe to use. Only safe routes will be used.
- ◆ The House Staff member(s) on duty will reassure clients and visitors of their safety and subdue panic.
- ◆ All clients and visitors shall proceed to the appropriate assembly area.
- ◆ The House Staff member(s) on duty will collect the Evacuation Pack and retain responsibility for it throughout the evacuation.
- ◆ If there is more than one House Staff member on duty, one House Staff member should lead the evacuation.
- ◆ The House Staff member(s) on duty will assist any persons requiring special attention including mobility-impaired persons.
- ◆ On arrival at the assembly area The House Staff member(s) on duty will conduct a head count. If any personnel are unaccounted for, the Chief Warden (House Co-Ordinator) on duty shall be immediately notified.
- ◆ The House Staff member(s) on duty shall check every room of the building, including bathrooms, storerooms etc, to ensure no person is remaining in the premises.



Sample evacuation routes



Current Evacuation Plan for Myer

FIRE PROCEDURE

In case of
FIRE

leave through the nearest



If any person observes a fire, smoke or hears a fire alarm they should:

- ♦ Assist any person in immediate danger, if safe to do so!
- ♦ Confine the fire, eg: closing the doors etc.
- ♦ Follow the **EXIT** signs to locate and leave through the nearest emergency exit and proceed to the assembly point.
- ♦ Notify The House Staff member on duty who shall raise the alarm by telephoning the fire authority.
- ♦ If any House Staff member/s on duty is trained to do so, they should attack the fire with the correct type of fire extinguishers and/or other fire equipment, if safe to do so!
- ♦ If unable to safely evacuate, stay in your room, close the door, and signal your presence at a window. Calmly follow instructions given by staff or the attending Fire Officers. The manager/fire warden will account for all occupants and report persons missing to Fire Officers. **Do not re-enter the building until you are told it is safe to do so by the manager or Fire Officers.**

BOMB THREAT PROCEDURE

To defeat the purpose of a hoax caller, House Staff members and client movements should be kept to a minimum. Avoid as far as practicable any outward sign that the threat has been acted upon.

If a bomb is found:

- ♦ Do not touch the object.
- ♦ Advise other persons to move from the area.
- ♦ Notify the House Staff member(s) on duty.
- ♦ Keep other persons away from the area.
- ♦ Obey the instructions of the House Staff member(s) on duty.

EARTH QUAKE PROCEDURES

Seismic activity is not uncommon in Australia and severe tremors have been felt in various localities. In

the event of an earthquake the following actions should be taken:

If in the street:

- ◆ Move clients to an open doorway and seek shelter, or to a clear space away from buildings.

If in the house:

- ◆ Move clients to a safe location and seek shelter under a table or desk.
- ◆ Follow the instructions of the House Staff member(s) on duty.
- ◆ Keep away from windows.

SERVER STORM PROCEDURE

In the event of strong wind the following actions should be taken:

If in the street:

- ◆ Seek shelter immediately.
- ◆ Avoid windows and external door areas.
- ◆ If possible, do not remain in cars.

If in the house:

- ◆ Secure all windows and external doors.
- ◆ Keep clear of windows.
- ◆ Follow the instructions of the House Staff member(s) on duty.
- ◆ Where possible, secure all loose objects external to the house.

CIVIL DISORDER PROCEDURE

In the event of a civil disorder including demonstrations, unauthorized entry/occupation and the like The House Staff member(s) on duty will immediately:

- ◆ Notify the Police.
- ◆ Lock all doors and windows.
- ◆ Ensure all clients and staff avoid physical conflict with the demonstrators, even if provoked!
- ◆ Follow the instructions of the Police.

During civil disorder

- ◆ Avoid any physical confrontation wherever possible.
- ◆ Always attempt to withdraw from any situation where there is an immediate threat of physical violence.
- ◆ Do not risk injury or attack in protecting E W Tipping Foundation property. This does not mean that The House Staff members or clients should not use lawful means to defend themselves, clients, other staff, or members of the public from physical attack in legally justifiable circumstances. If such defensive action is necessary, staff must use only the degree of force reasonably necessary to restrain the intruder. No House Staff member should act alone.